

Controller/ Accounting Manager Job Description

Let's Sum it Up!

The Controller/Accounting Manager is responsible for managing the Company's general accounting and treasury functions, including but not limited to; financial reporting, accounts receivable, accounts payable, payroll, commissions and taxes. This position is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely reporting of financial statements and all related DOI and NAIC regulatory filings in accordance with Statutory Accounting Principles (SAP). The Controller/Accounting Manager will also advise on financial strategy, budgets, forecasting and projects.

What You Will Do (I'm sure we will find more things along the way though!)

- Oversees and manages the general accounting functions, including, but not limited to: accounts payable, accounts receivable, payroll, commissions, financial reporting, reinsurance and taxes.
- Reviews and analyzes financial statements to ensure accuracy, completeness and compliance with Statutory Accounting Principles (SAP). Includes internal financial statements and statutory statements (yellow book).
- Ensures an accurate and timely monthly, quarterly and year-end close.
- Oversees annual and interim audits with external CPA firm. Ensure documents and support are sent to auditors on time in order to meet deadline.
- Work with third party investment advisors.
- Work with outside actuarial advisors.
- Assesses current practices and procedures and make recommendations for improvements.
- Oversees budget reports, preparation of budgets and forecasts, and analysis of budgets.
- Performs ad hoc analyses and projects as requested.
- Documents and interprets complicated financial information for managers, executives.
- Develops staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships.
- Other duties may be assigned.

You as a Leader!

Directly supervises the employees in the Accounting Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; goal setting; rewarding and disciplining employees; addressing complaints and resolving problems.

Who You Are (We want to help you grow and learn more too!)

- Bachelor's degree in Accounting, Finance, Business with an emphasis in Accounting, or a related field required.
- CPA or MBA preferred.
- 5-10 years' experience as an accountant required.
- Experience as an accounting supervisor, or manager preferred.

- 3-5 years' experience in Statutory Accounting
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles, Generally Accepted Accounting Principles (GAAP) and Statutory Accounting Principles (SAP).
- Knowledge of best practices, laws, standards, and state/national regulations.
- Excellent verbal and written communication abilities across all level of an organization.
- Ability to read, analyze, and interpret financial and regulatory reports.
- Ability to respond to common inquiries and/or complaints from customers, regulatory agencies, or members of the business community.
- Strong leadership skills with a dedication to driving and achieving goals.
- Knowledge of employee relationship building and performance management techniques.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Excellent computer skills; experience in the Microsoft Office Suite; moderate to advanced Microsoft Excel skills.
- Experience with other accounting and insurance core management systems a plus.

Physical Demands & Environment

Work is performed in an office environment and involves typing, talking, sitting, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.

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