

## **JOB DESCRIPTION**

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Job Title: Staff Accountant  
Department: Accounting  
Reports To: Controller  
Date: July 2025

### **SUMMARY**

The Staff Accountant is responsible for assigned accounting and financial functions and will create and implement policies and procedures to identify, resolve and document accounting issues. Will execute monthly close and reporting processes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepare and maintain the annual Financial Calendar and ensure timely completion of activities and regulatory filings.
- Prepare monthly report for Annuity contracts and Life certifications.
- Reconcile monthly Reinsurance account and provide CEO and Controller.
- Assist Sales Department Manager in the analysis of commission contracts, advanced commission, revenue analysis and budget for agent incentives trips or specials incentive bonuses.
- Daily accurate and timely recording of all transactions.
- Develop reliable cash flow projections and reporting to meet operating needs.
- Back-up to other accounting positions within the department including A/P and A/R.
- Guide financial decisions by establishing, monitoring and enforcing policies, procedures and internal controls.
- Prepare 1099R, 1099I, 1099-Misc, 5498, and 990's.
- Update budgets monthly across for each department and review with each department.
- Fairly treat all customers/members, prospective clients and agents in a professional and appropriate manner
- Provide accurate information to certificate owners and treat all certificate owners with courtesy and friendliness.
- Reconcile reinsurance accounts, bank accounts, accounts payable, cash clearing, commission payable and suspense accounts.
- Upload daily ACH files to the bank.
- Assist with various state audits and internal audits
- Become an expert with accounting software and policy administration software.
- Become back up to Bookkeeper and Sr. Financial Accountant position
- Prepare monthly, review and analyze trial balances and reports associated with them
- Serve the public and 1891 Financial Life membership in various community activities and maintain a good image of the Society.
- Assist with Special projects as needed.

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- BA/BS in accounting; 3 years of experience and/or training, or equivalent combination of education and experience.
- A CPA or actively working toward obtaining a CPA is a plus but not required.
- Statutory Accounting experience
- Insurance Carrier experience

**COMMUNICATION SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**COMPUTER SKILLS**

Competency with Microsoft Office 365, Spreadsheet analysis Proficiency with Accounting Software and Annual Statement Software. Proficiency in Insurance accounting software

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and use hands to operate telephone, type and operate computer and mouse. The employee is frequently required to talk, hear, and bend and twist neck. The employee may occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is in a typical office environment.
- The noise level in the work environment is usually moderate, but occasionally noisy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_