

## **Accountant**

***For Posting:** Initial training for this role will be onsite. There is an opportunity for a hybrid work schedule (3 days onsite) when the introductory training period concludes.*

### **POSITION SUMMARY:**

Quincy Mutual Group is seeking an Accountant who will contribute to and support the general accounting, financial, tax and compliance reporting requirements of the Group. Responsibilities vary and include the preparation of complete and accurate financial statement reporting, investment accounting, statement reconciliations and analysis, as well as company close for all legal entities. If you are a proactive self-starter who possesses attention to detail and organizational skills, this may be the perfect opportunity for you to join an A+ rated mutual insurance carrier. We offer superior benefits and a hybrid work environment that is supportive and welcoming.

### **PRINCIPAL ACCOUNTABILITIES:**

- Prepare journal entries and perform balance sheet and income statement reconciliation and analysis. Research exceptions and variances to elevate issues as they arise.
- Corporate underwriting expense exhibit including accruals, accounts payable, and allocations among business units, including flux analysis.
- Investment accounting, reporting, compliance, and performance review ensuring the integrity of the investment database in conformity with GAAP, Statutory and Tax principles.
- Assist with the timely preparation of financial reporting to NAIC and other state and regulatory entities, including supplemental filings.
- Treasury functions and reporting.
- Assist in facilitating the annual Statutory and GAAP audits, including preparation of financial statements and responding to inquiries.
- Introductory understanding of Federal and State tax reporting and compliance.
- Develop an understanding of the Board of Directors and Management reporting on a quarterly and ad hoc basis.
- Understand capitalization policies and maintain fixed asset and depreciation database.

### **Business Insight & Analytics**

- Develop an in-depth understanding of accounting concepts to proactively identify problems and work on solutions independently.
- Understand the flow of information through the financial reporting systems, ensuring completeness and accuracy.
- Conceptual understanding of department objectives and the impact on Company reporting and business decisions.

### **Communication & Relationship Building**

- Articulate thoughts, ideas, and knowledge in a manner that is easy to comprehend, ensuring that both internal team members and external stakeholders understand the perspective.
- Ask insightful questions to develop learning and growth opportunities.
- Collaborate professionally and effectively within the team and across Company groups.

### **Process Improvements & Technology**

- Assist in identifying process improvements and efficiencies, incorporating best practices and current regulatory requirements. Document procedures and process flows as necessary.

- Utilize and develop knowledge of FIS Enterprise Accounting Systems software, Clearwater Analytics investment system, Gain Compliance NAIC Statement software, and Sage Depreciation.
- May also require knowledge of query and Sequel as well as other automated and manual processes to support accounting functions.

\* This job description is not all inclusive and may include additional duties.

**JOB REQUIREMENTS:**

**EDUCATION:**

- Requires a 4-year college degree in Accounting or Finance.

**EXPERIENCE:**

- 1+ years of related experience

**SKILLS:**

- Time management and organizational skills, demonstrating the ability to prioritize multiple tasks while incorporating strict deadlines.
- Strong attention to detail with a high level of accuracy and consistency in preparing work.
- Self-motivation with the ability to work in a fast paced, forward-moving environment.
- Excellent written and verbal communication skills.
- Proficient in MS Office applications.