

Vice President and Treasurer, Finance

POSITION SUMMARY:

Position Overview: The Vice President, Finance of Quincy Mutual Group oversees the organization's financial activities, including financial reporting, treasury management, tax planning, and liquidity management. This role encompasses both strategic leadership and direct participation in producing and maintaining financial records, preparing financial reports, and ensuring compliance with regulatory requirements. The Treasurer plays a crucial role in aligning financial strategies with the company's objectives to ensure financial stability and growth. The position requires hands-on involvement in key financial processes, alongside leading the finance team to achieve excellence and continuous improvement. The Board of Directors annually elects the Treasurer.

The role is responsible for the preparation and maintenance of accurate financial books and records of all legal entities within the Group, filing accurate financial statements with all regulatory authorities, and reporting quarterly to the Board of Directors on the financial affairs of the Group. The Treasurer works with a third-party investment manager to establish investment allocations and guidelines. The role oversees the Accounting Department with responsibility for Accounts Payable, Accounts Receivable, Regulatory Accounting, Management Information, Taxation, and Investments. The Vice President works closely with other Company leaders to respond to AM Best rating agency and the department of insurance information requests.

Principal Accountabilities:

Planning and Delivery

- **Financial Strategy and Oversight:** Develop and implement financial strategies that align with the company's objectives to enhance long-term franchise value to the benefit of policyholders. This includes direct involvement in creating financial plans and ensuring their effective execution.
- **Compliance and Reporting:** Ensure compliance with financial regulations and standards, oversee financial reporting and disclosures, which includes a framework to document and monitor internal controls over financial reporting, and maintain best practices.
 - Lead Federal and State Tax preparation and filing.
 - Support the independent audit process.
 - Lead the independent actuarial reserve engagement.
 - Facilitate ERISA Plans Financial statement preparation and review (Pension and 401k).
- **Treasury Management:** Manage the company's liquidity, oversee banking relationships, and manage investments and assets to ensure the company's financial health.
- **Risk Management:** Identify, assess, and manage financial risks, including currency, interest rate, and credit risks, in alignment with the company's risk appetite.
- **Cash Flow Management:** Monitor and manage the organization's cash flow, forecasting future needs, and ensuring that the company maintains adequate reserves.
- **Financial Systems Management:** Develop and utilize knowledge of accounting systems software, "WINS" policy system and other automated processes to support and enhance accounting functions.

- **Team Leadership:** While leading the treasury and finance team, take on significant hands-on tasks to model excellence and foster a culture of ethical conduct and continuous improvement.

Business Insight and Analytics

- Prepare and analyze Balance Sheet and Income Statement.
- Lead quarterly review of actuarial loss reserving.
- Prepare and analyze management information reports for stakeholders to draw conclusions and make decisions.
- Develops department metrics to assess efficiency, team performance, and analyze results to identify opportunities for process improvements.
- Identify and recommend changes to accounting procedures which improve overall efficiency of department, Company and /or subsidiaries.

Communication and Relationship Building

- Promote stakeholder engagement, working closely with internal and external stakeholders, including financial institutions, asset managers, accounting and tax specialists, regulatory bodies, and agents to maintain strong relationships and communicate the company's financial strategies and performance, effectively tailoring messages based upon the audience.
- Actively engaged within the department and Company, recognized as a resource and trusted, collaborative partner.
- Maintain external relationships with investment managers, independent accountants and specialists, business partners and others within the industry, collaborating to achieve business goals.

Leadership

- **Strategic Leadership:** Provide clear strategic direction and leadership to the department, setting goals, and objectives based upon the Company and department vision and business objectives.
- Demonstrate leadership presence and skills to genuinely connect and build confidence in others, inspiring others to act in a positive manner.
- **Team Leadership:** Lead the treasury and finance team, fostering a culture of excellence, ethical conduct, and continuous improvement.
 - Identify, attract, motivate, develop, and retain key talent with the knowledge, skills, and abilities to deliver high performance and strong results while also preparing for skills of the future.
 - Provide oversight of accounting operations of subsidiary companies and partnership interests
- **Values:** Commitment to Quincy Mutual Group's mission and values, with a focus on integrity, responsibility, and directly enhancing policyholder value.

This job description is not all inclusive and may include additional duties as needed.

Job Requirements:

- **Experience:** A minimum of 15 years of experience in finance or treasury within the insurance or financial services industry, with a demonstrated track record of successful financial management and strategy implementation.
- **Education:** Bachelor's degree in finance, Accounting, or a related field. Advanced degree (MBA) or professional certifications (e.g., CPA) highly preferred.
- **Skills:** Strong analytical, strategic thinking, and leadership skills. Proficiency in financial modeling, risk management, and treasury software. Excellent communication and interpersonal abilities.
- **Values:** Commitment to Quincy Mutual Group's mission and values, with a focus on integrity, responsibility, and enhancing policyholder value.

This Job Description Does Not Constitute A Contract For Employment