

Manager & Assistant Controller

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

POSITION SUMMARY:

The Assistant Controller, a key managerial role at Quincy Mutual, supports the Controller and Treasurer in leading the accounting functions. This position ensures timely and accurate financial reporting across the Group's Statutory and GAAP entities. Knowledge of Treasury functions along with other functional areas of Investment Accounting, Premium and Loss Accounting, Pension Accounting, Regulatory Reporting, Management Information, and Taxation will be integrated within job responsibilities. Compliance with regulatory requirements, accounting policies, and Statutory and GAAP accounting principles is required. Additionally, this role offers a unique opportunity to collaborate closely with senior leadership, providing valuable insights and contributing to strategic decision-making processes. It serves as a platform for professional growth, enabling the development of leadership skills and fostering a comprehensive understanding of organizational dynamics.

PRINCIPAL ACCOUNTABILITIES:

Planning and Delivery

- Spearhead the preparation and detailed analysis of quarterly and annual financial statements for insurance companies and affiliated entities.
- Manage comprehensive audit processes, including Statutory and GAAP financial statements and related disclosures, as well as audits of employee benefit plans.
- Direct Treasury Management functions, including but not limited to, bank reconciliations, payroll, management of loans and debt agreements, intercompany transactions, and other corporate expenses.
- Oversee investment accounting transactions, reporting, compliance, and performance review functions ensuring the integrity of the investment portfolios in conformity with corporate investment policy and GAAP, Statutory and Tax principles.
- Review and analyze components of underwriting results, including premiums, losses, commissions, and other underwriting expenses to ensure accuracy, adherence to standards, and inform decision-making processes.
- Actively assist in the management of accounting functions within the organization, ensuring effective internal controls, data integrity, and policy compliance.

Business Insight & Analytics

- Ensure complete and accurate financial reporting through a comprehensive understanding of the business processes supporting the data in the financial reporting systems.
- Assist in the preparation of accurate and compliant federal and state tax returns and able to independently research and interpret complex regulations.
- Contribute to strategic management reporting and business segment analysis to support decision-making and operational efficiency.
- Monitor regulatory changes and industry best practices to ensure the company's accounting practices align with new or amended guidance.

Communication & Relationship Building

- Forge strong relationships and facilitate effective communication with internal and external stakeholders including department leaders and subsidiary company accounting departments to drive collaboration and achieve organizational goals.
- Mentor and guide team members in best communication practices, ensuring clarity, collaboration, and efficiency in all exchanges.

- Effectively communicate complex ideas with clarity, precision, and nuance, effectively tailoring the message to the audience and promoting seamless communication across diverse teams.

Leadership

- Manage and mentor a team of approximately 4 accounting professionals, cultivating a culture of high performance and continuous improvement. Lead staff development by providing technical guidance, offering expertise through training, and delivering constructive feedback in a timely manner.
- Lead by example, embodying the company's values of integrity while fostering a positive, inclusive, and dynamic work environment.

* 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. Advanced degree and/or CPA desired.

EXPERIENCE:

- Extensive experience in financial management, preferably within the insurance industry.
- 10+ years of related experience demonstrating increasing responsibilities, including review of staff work product.
- Demonstrated leadership in managing teams and complex accounting projects.

SKILLS:

- Strong time management skills demonstrating the proven ability to prioritize multiple projects simultaneously, effectively incorporating strict deadlines.
- Expertise in GAAP and Statutory accounting principles and Tax regulations with the ability to navigate complex financial landscapes.
- Advanced proficiency in MS Office applications.
- Proficient in reading, analyzing, and interpreting complex documents and data, including financial reports regulatory guidance, and legal documents. Capable of effectively communicating the implications of these analyses to management.
- Demonstrated excellence in both written and verbal communication.

VALUES:

- Strong alignment with the company's mission and vision, striving to enhance company value and manage enterprise risks effectively.
- A commitment to integrity, professionalism, and fostering a respectful and inclusive workplace.