



EXTERNAL JOB POSTING

GENERAL INFORMATION	
Job Title:	Senior Accountant / Accounting Manager
Location:	Rocky Hill, CT
FLSA Status:	Salary/Exempt
POSITION SUMMARY	
<p>The Corporate Senior Accountant will perform accounting responsibilities critical to the GAAP and Statutory operational accounting, reporting, and financial planning processes. This role provides exposure to a vast spectrum of accounting areas, including financial reporting and budget preparation, technical accounting, transformation and financial analytics. This is a challenging role for an experienced financial accountant seeking an opportunity to take their current experience to the next level, gain exposure to accounting systems implementation and be a part of a transformative initiative within Finance.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
1.	Participate in the GAAP and Statutory financial closing and process.
2.	Create, maintain and record GAAP consolidation entries, including STAT to GAAP monthly journal entries.
3.	Create and maintain GAAP and Statutory reporting and analyses on both a legal entity and consolidated basis.
4.	Assist with the completion of quarterly and annual statutory filings for two legal entities.
5.	Assist management with the annual planning process by compiling data in an Excel model and performing analyses as required.
6.	Participate in the new General Ledger project implementation on both individually assigned tasks as well as team deliverables.
7.	Be a key contributor in assisting management with the development of accurate and timely internal management reporting.
8.	Participate in efforts of streamlining and accelerating closing processes to include complete and accurate documentation.
9.	Assist with intercompany accounting balancing and settlements as required.
10.	Assist with creation and preparing the annual financial plan.
11.	Perform various balance sheet account reconciliations including follow up and resolution of outstanding items.
12.	Resolve account discrepancies and assist staff in resolving technical accounting and reporting questions.
13.	Assist with the preparation for the annual audit, as required.

14.	Records retention and organization of accounting records.
15.	Compliance and adherence at all times with the organization's Code of Ethics and Conduct as well as all of our company policies.
16.	Perform other related duties and projects as required and assigned.

QUALIFICATION REQUIREMENTS

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.

1.	A record of integrity and honesty.
2.	Ability to perform basic arithmetic accurately and quickly.
3.	Ability to exercise basic judgement concerning accuracy and account discrepancy resolution.
4.	Ability to sit working in an office environment while staying focused and on task.
5.	Ability to work with minimal supervision.
6.	Customer service orientation and cooperative attitude.
7.	Good interpersonal, verbal, and written communication skills.
8.	Ability to take initiative to keep supervisor informed.
9.	Ability to present a positive, professional image of the company.
10.	Understanding and use of specific department systems and Microsoft Office Suite.
11.	Ability to handle pressure and work well as a team member.
12.	Ability to maintain the respect and confidence of fellow employees, customers and management.
13.	Ability to develop and maintain effective working relationships with peers, supervisors, and project leaders within and across organizational lines.
14.	Organized, detail-oriented and thorough, careful and precise, dependable and flexible.
15.	Ability to prioritize multiple tasks and work within tight time frames.

EDUCATION / TRAINING / OTHER RELEVANT EXPERIENCE

1.	Bachelor's in accounting is required with four or more years of combined experience in GAAP and Statutory accounting and reporting within the Insurance industry is highly desirable.
2.	A Graduate degree in Accounting or Finance is a plus.
3.	Tax experience is also a plus.
4.	The ideal candidate would also have strong Excel skills, strong communication skills, and a track record in leading process improvements.
5.	The successful candidate will have strong analytical and communication skills, be organized and detail oriented.
6.	Strong computer skills including Microsoft Office Suite, Sage Intacct G/L or other general ledger software experience as well as experience using Statutory reporting software.

EEO STATEMENT

CATIC Financial, Inc. and its subsidiaries are committed to providing equal employment opportunities to all employees and applicants for employment and to maintaining a work environment that is free from discrimination without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.