

SENIOR ACCOUNTANT

Effective January 2019

The Senior Accountant will ensure accurate processing and recording of company's payroll, provide timely and accurate financial information, participate in daily data entry Payroll processing, prepare journal entries and reconciliations for monthly general ledger close, and assist in the preparation of financial statements and external audit reports. In addition, they will ensure that all deliverables comply with regulatory guidance and professional standards.

MAIN DUTIES AND RESPONSIBILITIES

Payroll Processing

- Perform daily payroll department operations.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Understand proper taxation of employer paid benefits.
- Process accurate and timely year-end reporting when necessary (NSSF, Income Tax, Teachers' taxation W-2, indemnity, etc..).
- Develop ad hoc financial and operational reporting as needed.
- Load import files received from HR.
- Research and email appropriate audience of file issues.

Accounting

- Perform accounting functions as assigned including, but not limited to book, reconcile and report in-force premium, retro accrual, cash, cash applied to A/R, bad debt allowance and non-admitted staff A/R on an annual basis.

Reporting & Analysis

- Assist in preparation of monthly management report and accompanying schedules, worksheets and narratives, including "Budget vs. Actual" variance reports. Assist in providing follow-up and documentation of significant variances.
- Assist with completion of the quarterly and annual regulatory filings; preparation of assigned Quarterly and Annual Statutory Statement pages/schedules.

Audits & Examinations

- Assist with annual external audit examination. Complete requested materials. Assist in preparing assigned schedules for the annual and interim audit.

Systems

- Assist with testing and receive final approval for system reports required for management, financial reporting and general ledger reconciliations.
- Perform other related tasks as required.

Educational Requirements & Competencies

- Bachelor's Degree in accounting or equivalent
- Minimum 5 years of experience in General accounting and/or payroll
- Thorough understanding of Generally Accepted Accounting Principles (GAAP) and Statutory accounting principles
- Strong analytical and accounting skills
- Experience with MS Word, MS Excel, MS Outlook and Power point or similar programs

- Knowledge of major accounting software packages for both general ledger and statutory accounting
- Excellent verbal and written communication skills in English
- Good interpersonal skills