

NC Rate Bureau/NC Reinsurance Facility/NC Insurance Guaranty Association Manager, Accounting

POSITION SUMMARY:

Manages the personnel within the Accounting function, as many as four nonexempt associates. Responsible for directing the work activities of accounting specialists in all aspects of accounting (AP, AR, Payroll etc.) Ensures that appropriate internal controls exist for area of responsibility. Contributes to the development of best practices and continuous improvement within the Accounting department including identifying opportunities for improving current and implementing new software, systems and reports.

Ensures customer satisfaction to a broad range of customers. Works on problems of moderate scope. Frequently interacts with peers in all departments to resolve routine issues and more complicated problems. Typically consults with CFO on non-routine policies and procedures. Establish, recommend and implement changes to policies and procedures within area of responsibility.

Works closely with the accounting software used by the department and manages the user activities involved in assessing needs, program develop and installation of changes and potential changes in this area.

DUTIES & RESPONSIBILITIES:

Accounting Function

- Supervises the preparation of accurate and timely entries to the general ledger.
- Supervises the preparation of accurate, timely and meaningful account reconciliations and financial reports.
- Prepares accurate and timely financial statements.

Collaboration Skills

- Participates in the annual financial statement audits with the independent auditors.
- Liaises with Finance department end users, Information Technology department and external vendors and business partners to maintain and enhance various Finance software and applications, including application analysis, upgrade installations, user acceptance testing, and issue resolution.

Employee Relations

- Responsible for the employment, development, evaluation, and positive employee relations of department.

The Organizations are equal opportunity employers dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. Applicants are considered for all positions without regard to race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, or related medical condition), gender (including gender identity and expression), sexual orientation, citizenship/alienage status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), arrest or conviction record, or any other status or protected characteristic protected by law. In addition, this Organization does not discriminate on the basis of physical or mental disability where the essential functions of the job, as reasonably accommodated, do not require such distinction.

Professionalism

- Faithfully and diligently fulfill the obligations of our Organizations as set forth in the statutes.
- Perform each task as efficiently as possible with absolute honesty and integrity.
- Treat your fellow associates and those you serve on behalf of the Organizations with dignity and respect.
- Continually strive to improve the Organizations through the use of every associate's talents and creativity.
- Encourage participation and a sense of ownership from the members of our Organizations.
- Demonstrate fairness and consistency among all associates and encourage personal development.

Training Programs Administration

- Ensures staff is properly trained, including cross-training.
- Maintain procedure level documentation for critical processes.

POSITION SPECIFIC COMPETENCIES:

Analytical Thinking

- Strong analytical skills.

Communication

- Possess excellent communication skills (written, verbal, listening and interpersonal).

Software Literate

- Proficiency using Word, Excel, and related software.

PRIMARY JOB REQUIREMENTS:

Education

BA/BS in Accounting or Business Administration or an equivalent combination of education and experience.

CPA Certificate Preferred

Experience

- 5 plus years accounting-related experience required
- 2 plus years supervisory or management experience required
- Ability to coordinate with multiple parties; support, maintain or enhance accounting applications experience preferred.
- Accounting software experience preferred.
- Demonstrated knowledge of accounting principles, theories and practices preferred.
- Strong analytical skills experience preferred.

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