

ROCKFORD MUTUAL INSURANCE COMPANY

JOB TITLE: Junior Accountant

SUMMARY

Responsible for a wide range of activities relating to financial accounting and reporting to include, but not limited to, reconciliation of expenses and accruals; preparation and entry of general journal transactions; support of Statutory accounting and financial statement preparation; and compilation of data and reporting for Statutory filings. Supporting various Treasury roles to include, but not limited to, entering payments, assisting customer care with credit card payment issues and scanning deposits.

EDUCATION

Must have a Bachelor's Degree in Accounting or Business and preferably at least two years of Finance/Accounting work experience in the property and casualty insurance industry. Recent college graduates will be considered, as will non-college graduates with five-plus years of accounting experience in the property and casualty insurance industry.

POSITION REQUIREMENTS

Excellent communication skills – written and verbal. Demonstrated ability to work under pressure and meet financial reporting and other project deadlines. Highly organized style, with demonstrated ability to handle multiple tasks concurrently. Proven ability to work closely with others in a team-oriented environment. Thorough working knowledge of applicable personal computing technologies, including MS Excel, MS Word, Adobe Acrobat and MS Outlook email.

PRIMARY RESPONSIBILITIES

- Preparation of general journal transactions as related to accounting for premiums, losses, investments, reinsurance, premium and other miscellaneous taxes, fixed assets and/or general expenses, as required.
- Reconciliation of general ledger accounts as required.
- Analysis of premiums, losses, investments, reinsurance, premium and other miscellaneous taxes, fixed assets and/or general expenses, as required.
- Compilation and reporting of data required for Statutory compliance and tax filings.
- Assist in preparation of financial statements and related documents, as required.
- Daily reconciliation of credit card and cash batches.
- Daily ACH processing and/or approvals via online banking.
- Reporting required for the processing of unclaimed property.
- General understanding and knowledge of all departmental responsibilities.
- Assist in various Treasury functions to process and deposit submitted payments.
- Other duties as assigned.

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