PATRIOT SELECT

Assistant Controller

About the Role

We are seeking an experienced Assistant Controller to join our growing finance and accounting team. This new position will play a key role in the Company's monthly close, Statutory and GAAP financial reporting, and reinsurance accounting.

The ideal candidate will have P&C insurance accounting experience, strong knowledge of statutory accounting and reinsurance, and the ability to work independently in a fast-paced environment. The role will also involve oversight and validation of accounting activities performed by key business partners.

We offer a flexible work schedule with extensive benefits including 401(k) and unlimited vacation time. Your position will be high impact - in the early stages of a new and growing company. Hybrid and potential remote opportunities are available for FL based residents.

Key Responsibilities

P&C Insurance Accounting & Month-End Close

- Support the Controller with the monthly financial close process, including preparation and review of premiums & loss related journal entries, reconciliations, accruals, and other close activities.
- Prepare and review monthly financial information for accuracy, completeness, and consistency with supporting operational reports.

Reinsurance Accounting

- Prepare and record reinsurance journal entries, adjustments, and true-ups.
- Prepare reinsurance billings and coordinate with internal and external parties to ensure timely and accurate settlement.
- Assist with the accounting and reporting associated with the Company's reinsurance programs.

Premium Accounting

- Provide oversight and supervision of the premium accounting team, including review of recurring premium accounting activity and financial reporting.
- Identify discrepancies in written premium, earned premium, unearned premium, commissions, refunds, and other premium-related activity and coordinate resolution.
- Work with external partners to ensure accounting reports are received timely and accurately.

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Statutory & Financial Reporting

- Assist with preparation of the Company's quarterly and annual NAIC statutory financial statements
- Assist with GAAP financial reporting and preparation/consolidation of financial statements as applicable.
- Prepare monthly financial statements for affiliated entities.

Audit, Compliance & Controls

- Assist with interim and annual financial audits and work directly with external auditors.
- Maintain and update accounting and financial compliance checklists and supporting documentation.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field. CPA designation preferred.
- Prior experience with P&C insurance accounting and statutory reporting required.
- Strong understanding of reinsurance accounting.
- Experience preparing NAIC statutory statements and schedules such as Schedule P and Schedule F.
- Experience with monthly-close and financial statement preparation.
- Strong Excel skills and ability to analyze large data sets and identify discrepancies.
- Strong attention to detail and ability to independently investigate and resolve accounting issues.
- Prior experience supervising or reviewing the work of an accounting team.