JOB DESCRIPTION

Job Title: Accountant
Job Grade: 21
FLSA Status: Exempt
Department: Finance
Reports To: Director, Finance

SUMMARY
Directly supervised by the Director of Finance, the Accountant Performs general accounting and financial reporting activities for the Surplus Lines Stamping Office of Texas, including maintaining accounts receivable, accounts payable, journal entries, and amortization/depreciation schedules. Assists in preparation of monthly and year-end financial statements and annual financial audit. Tasks performed are somewhat complex and defined within set procedures; some execution of individual judgment required.

ESSENTIAL RESPONSIBILITIES

1. Maintains accounting controls and records.
2. Performs month-end and year-end close activities. Assists Director of Finance with financial statements, including preparation of operating reports, balance sheets, budget variance reports, and other reports, as requested.
4. Maintains fixed asset inventory schedule.
5. Prepares amortization and depreciation schedules.
6. Receives and records accounts receivable in SMART in accordance with established policies and procedures. Communicates with agents and resolves accounts receivable problems and delinquencies.
7. Prepares notarized report of accounts receivable over 90 days delinquent for Texas Department of Insurance.
8. Prepares bank deposits and cash flow statements.
9. Prepares disbursement checks and maintains accounts payable in accordance with established policies and procedures. Communicates with vendors and staff to resolve problems or questions.
10. Prepares documentation, reports, and schedules for annual financial audit, as needed. Serves as main preparer of payroll or backup, as needed.
11. Adheres to Surplus Lines Stamping Office policies and procedures.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS
1. Bachelor’s degree in accounting or finance with one (1) year general accounting experience or five (5) years relevant accounting experience, with working knowledge of
generally accepted accounting practices, principals, and procedures. An equivalent combination of experience and/or education will be considered.

2. Strong analytical, problem solving, interpersonal, and organizational skills.


4. Working knowledge of word processing and spreadsheet software, preferably Microsoft Word and Excel.

5. Effective verbal and written communication skills; commitment to providing superior customer service.

6. Experience processing payroll and knowledge of automated payroll systems desirable.

7. Required to work in our HQ office and fulfill business hours requirements.

Disclaimer
This job description is intended to be representative of the general nature, scope, and level of work performed by an incumbent in this position. It is not intended to be an exhaustive or limiting list of all responsibilities, duties, and skills required of all persons assigned to this position. Management reserves the right to modify this job description at any time.