

Pennsylvania Lumbermens Mutual Insurance Company

Position: Senior Staff Accountant

Department: Accounting

Salary Grade: E13

Status: Exempt

Reports To: Accounting Manager

Position Summary: Record and reconcile all activity (purchases, sales, maturities, income, etc.) relating to the investment portfolios of two insurance entities. Prepare internal financial reporting relating to investments on a monthly and yearly basis. Prepare various schedules of the Quarterly and Annual Statutory Statement, including Schedule D and associated disclosures. Record monthly expense journal entries and perform various balance sheet account reconciliations. Perform expense and operating performance analysis to provide explanation of variances. Act as company administrator for organization's travel and expense report system (SAP Concur). Assist department in various technical tasks relating to general ledger and budget maintenance. Serve as a backup to several department functions including completing a variety of routine and non-routine financial reporting activities.

Essential Functions and Responsibilities:

1. Record investment activity in general ledger on a monthly basis.
2. Provide CEO with daily portfolio performance and market comparison reporting.
3. Perform account reconciliations of investment accounts, portfolio holdings, and miscellaneous treasury accounts.
4. Prepare several schedules of Quarterly and Annual Statement, including Schedule D and related disclosures.
5. Record monthly journal entries related to expense accruals.
6. Serves as backup for all department technical tasks involving general ledger and reinsurance system.
7. Assist in the preparation and analysis of financial materials for Board of Directors and Executive Management.
8. Act as company administrator for travel and expense report system (SAP Concur).
9. Perform expense and operational performance variance analysis.
10. Assist Vice President – Accounting and Accounting Manager with special projects as needed.

Knowledge and Skills:

1. Four year business degree with Accounting or Finance major.
2. 3–5 years progressive experience in Investment and/or General Accounting with exposure to financial systems and processes.
3. General Accounting skills to include technical experience utilizing general ledger and hands-on preparation of financial reporting and analysis.
4. Knowledge of Statutory Accounting Principles with a generalized knowledge of the insurance industry.
5. Strong communication skills and ability to effectively communicate through written and oral methods.
6. Excellent computer skills including Microsoft Office applications. Demonstrated knowledge of Microsoft Excel pivot tables and lookups a plus. Prior experience with FIS (SunGard) EAS, SAP Concur, or Clearwater Investment Accounting a plus.

Physical Requirements:

1. Ability to hear.
2. Ability to speak clearly.
3. Ability to sit for extended periods of time.