

Pennsylvania Lumbermens Mutual Insurance Company

Position: Staff Accountant

Department: Accounting

Salary Grade: E12

Status: Exempt

Reports To: Accounting Manager

Position Summary: Assists in monthly, quarterly, and annual financial closing processes, including recording journal entries in general ledger. Performs bank reconciliations, supports the accounts payable processes, manages fixed asset maintenance and unclaimed property escheatment. Contributes to internal and external financial reporting requirements to include regulatory and premium tax filings.

Essential Functions and Responsibilities

1. Assist in preparation of financial statements for internal management and Board of Directors.
2. Assist with various state regulatory reporting, including premium tax filings, throughout the year.
3. Record journal entries in conjunction with the monthly accounting close.
4. Manage unclaimed property escheatment process to ensure compliance with state-specific regulations.
5. Maintain fixed asset inventory and record monthly acquisitions, disposals, and depreciation expense.
6. Maintain prepaid expense schedules and record monthly expenses as appropriate.
7. Perform bank account and other asset account reconciliations on a monthly basis.
8. Serve as primary backup for accounts payable processes and assist with wire/EFT processing as needed.
9. Prepare quarterly and annual workpapers for statutory statements.
10. Assist Accounting staff with projects and initiatives in order to achieve organizational objective.

Knowledge and Skills:

1. Four year business degree with Accounting or Finance major.
2. 1-2 years experiences in public or corporate accounting setting with exposure to financial systems and processes.
3. General accounting skills to include technical experience utilizing general ledger and working knowledge of financial statements.
4. Enhanced knowledge of Microsoft Office applications, specifically Microsoft Excel, is preferred.
5. Prior experience with statutory accounting is a plus but not required.

Physical Requirements:

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