



Controller

Overview of Job Family

Our accounting and finance team works “hard AND smart” behind the scenes each and every day to perform a full range of professional accounting and financial reporting responsibilities in order for our Company to maintain accurate and timely financial and accounting records for our multiple Companies, to report accurate, complete and timely financial information to a wide and diverse number of regulators, auditors, carriers, investors and other partners, and to receive and distribute Company monies accurately, efficiently and within designated timeframes and Company policies and procedures. This team serves a critical role for us to ensure all of our i’s are dotted and t’s are crossed in the ongoing maintenance of a wide scope of routine to highly complex and detailed accounting and financial records and reports for management, our investors and other partners, our auditors, our carriers and a plethora of regulating entities.

Overview of Job

Our Controller safeguards Company assets and ensures accurate and timely recording of all transactions by implementing internal controls within the accounting department and across the organization. Additionally, the Controller is responsible for managing the accuracy of day-to-day finance and accounting operations, ensuring financial plans are consistent with organizational goals and providing financial analyses tools to evaluate our Company’s ventures or special projects, programs and/or capital expenditures, as assigned. Finally, the Controller carries out supervisory responsibilities, as directed, per Company policies and applicable laws.

Job Responsibilities

- Supervises and performs activities to ensure the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly, quarterly and annual financial statements, as well as audits and budgets; ensures financial statements, general ledgers and subsidiary accounts for multiple entities are prepared in accordance with applicable accounting standards; prepares and reviews monthly, quarterly and annual financial reports and/or statements for multiple entities; handles confidential and non-routine information to effectively carry out these responsibilities; assists in compiling and preparing carrier and regulatory agent reports; supports information needs of external auditors, internal auditors, and state examiners in an effective and timely manner; performs job tasks and functions in accordance with company procedures and guidelines.
- Monitors accounts payable activities, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, employee expense reports, cash control, and tax compliance, including surplus and payroll; ensures required approvals are obtained for the disbursement of funds.
- Monitors the activities of the premium accounting (accounts receivable) team member/s to ensure the accurate and timely management of all accounts receivable, including daily cash receipts application and policyholder payment service management, which includes ongoing customer service.
- Ensures corporate income tax compliance via accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes.
- Assists Vice President of Finance and Accounting Operations in establishing, implementing, and maintaining systems and controls that verify the integrity of all accounting and finance systems, processes and data and enhance the Company's value; assists in determining appropriate accounting policies for the Company as related to such items as the introduction of new products and/or investments; responds to Vice President of Accounting and Finance Operations, other senior leaders and the CEO with accurate and timely work to facilitate the Company's financial needs.

- Positively represents the accounting and finance team in telephone, face-to-face and email interactions with and provides accurate information and professional responses to internal and external customers, vendors, auditors and other external business contacts, as directed; actively contributes as a member of the Cabrillo Coastal Team by providing assistance and support to other teams/team members on a Companywide basis.
- Dynamically enhances Company's success by taking advantage of learning and development opportunities and personally integrating positive actions to improve individual performance.
- Leads, participates in, assists with and/or carries out responsibilities for "special" Company projects, as directed.

Skills and Expertise

Qualities: Exceptionally Ethical; Financially-Oriented; Quality-Oriented; Service Oriented; Detail-Oriented; Self-Motivated; Self-starter; Team Player; Multi-Tasker; Adaptability; Flexibility; Strong Work Ethic; Positive "Can Do" Attitude; Collaborator; Ability to maintain composure and professionalism in fast-paced and sometimes stressful environment

Strong Skill Sets in the Following Areas: advanced financial management; advanced knowledge of Excel; analytical skills; strong math and accounting skills; advanced accounting terminology, practices and processes; telephone and email business etiquette rules; verbal and written communication; desktop computer operations; advanced statutory accounting terminology, practices and processes is highly desirable.

Licenses and Experience

Bachelor's degree in Accounting or Finance required with 5-7 years of experience in public accounting or statutory entities; Understanding of GAAP and statutory accounting; CPA Designation Desirable.

The Details

Full – Time. Normal Business Hours are Monday-Friday, 8:00 am - 5:00 pm.

Pay: Commensurate with experience.