

Sagicor Life Insurance Company
Job Description

Department: Accounting/Finance
Position: Assistant Controller – Exempt
Grade: 4
Supervisor: Controller

Position Purpose

Manage the Company's general ledger system, close activities, cash receipts, account reconciliation, and special projects.

Duties/Responsibilities

- ◆ Manage and maintain the Company's Microsoft Dynamics Great Plains General Ledger (GL) system; ensure integrity of its master data, transaction data, period-end close data, and audit trails. Confirm that GL master accounts are directly supported by subsidiary accounts in GL, other business systems, spreadsheets, or external parties.
- ◆ Provide accurate, up-to-date reports of general ledger data using FRx and other tools. Solicit process owners to ensure that reports are usable and meet the Company's needs; and provide sufficient design and testing effort to ensure integrity of such reports. Prepare ad hoc reports as requested.
- ◆ Facilitate GL close activities: coordinate with finance personnel in the fulfillment of all ledger closing activities; prepare all defined and ad hoc necessary journal entries (accruals, actual, adjustments, and corrections); and maintain monthly close calendar.
- ◆ Assist Executive Team in the preparation of statutory and IFRS reporting packages and filings. Prepare routine financial analysis as assigned (e.g., RBC and variance analyses).
- ◆ Maintain banking relationships, bank master data, and work flow to/from banks. Manage cash receipts: premium billing, check receipts, ACH receipts, lockbox, suspended / pending receipts, client communication form letters, outstanding matters, and process metrics.
- ◆ Manage complex account reconciliations for multiple banks, multiple legal entities, intercompany, clearing, investment, suspense accounts, and proposed clear-outs. Automate via Microsoft Dynamics Great Plains GL and Microsoft Office tools where possible.
- ◆ Assist process owners in the research and application of accounting principles and regulatory guidelines. This includes accessing various web sites and other sources.
- ◆ Maintain and enhance policies, procedures, and controls. Articulate and champion process improvement. Plan and execute system upgrades. Carry out special projects as assigned.
- ◆ Assist process owners in the definition and setup of new products and newly acquired blocks.
- ◆ Manage the training, coaching, work allocation, work flow, and performance evaluation of staff.
- ◆ Identify and communicate high-priority or urgent issues promptly to relevant personnel.
- ◆ Must hold a valid passport within one year of expiration.
- ◆ Required to complete 8 hours of community service. Participation can only be done through the organizations that have been designated by Human Resources to each Sagicor business/office location. These hours are to be scheduled through your Department Manager.

Accountabilities

- ◆ Integrity of the Company's general ledger system, period data, and outputs.
- ◆ Timely, complete, and accurate reporting to Controller, Executive Team, and Process Owners regarding issues surrounding accounting, finance, and budgeting activities.
- ◆ Coordination with other finance staff and Executive Team in the fulfillment of closing activities.
- ◆ Definition and maintenance of audit trails, service levels, procedures, and controls.
- ◆ Process and system improvement initiatives.
- ◆ Training, coaching, and evaluation of staff members.

Qualifications

- ◆ Five years experience in researching and applying the various accounting principles (required); several years experience in insurance statutory accounting principles (preferred); and a working knowledge of IFRS differences from GAAP (preferred).
- ◆ Experience in cash management and complex reconciliations of multiple banks, multiple legal entities, intercompany, clearing, investment, and suspense accounts. Experience in configuring and using Microsoft Dynamics Great Plains GL, AP (preferred), and Microsoft Office tools in automating various cash management and accounting tasks.
- ◆ Proficiency in the design, development, testing, and use of various financial reporting packages.
- ◆ Proficiency in the ability to communicate high-priority issues (e.g., reconciling items; close calendars) and the usage of e-mail, spreadsheets, web sites, and similar tools.
- ◆ B.S. degree in accounting or finance. Certification (e.g., CPA, CFE, or CIA) is preferred, but not required.
- ◆ Life Office Management Association (LOMA) 280 and 290 (preferred). Loma 1 & 2 courses for general understanding of life insurance principals and products. Must have completed company in house courses on our Sagacor insurance products within first year of employment.