

Controller – Position Description

Reports to: President

Position Summary:

- Accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

Role/Responsibilities:

Accounting

- Oversee the operations of the accounting department, including but not limited to: commissions, deposits and posts to appropriate accounts, and posting, reconciliation and processing of direct bill commissions.
- Process monthly financial close and account reconciliations for carriers and producers.
- Prepare, review and distribute balance sheet, P/L statement, and monthly cash planning.
- Assist with annual audit and tax return preparation.
- Provide financial analyses, reports and management reports as needed, in all areas of the business to be used in essential decision-making processes.
- Develop, implement and maintain budgeting, general and cost accounting systems and reports.
- Manage and review accounts receivables
- Manage activities of Accounts Payable, ensuring the accurate and timely processing of accounts payable, employee payroll, expense reimbursement reports and overall cash flow management.
- Analyze costs and calculate variances, reporting issues to management
- Create/maintain/enforce a documented system of accounting policies and procedures
- Administer, reconcile, prepare and report all employee benefit annual reports to government entities including 5500 and census reports to TPA.
- Manage preparation of 1099 and W2 reports.
- Create/implement/maintain production records and associated reports as required by the President.
- Initiate, process, reconcile, monitor, follow-up and pay all filings with the States including surplus lines.
- Ensure the accuracy of producer's commission and monitor corrections in conjunction with Operations Manager and Account Manager.
- Responsible for annual reports and renewals of filings with various states.

State Licensing & Company Appointments

- Initiate individual producer licenses by completing and submitting all paperwork and fees to state for processing. Follow up on license status until complete.
- Preparation of all agency licensing documents, business licenses, entity licenses and ordering of registered agent documents for all states.
- Complete all affiliation paperwork for states and carriers.
- Track and complete license renewals.
- Submit current individual and agency licenses to all companies, requesting company/state appointments as needed.
- Complete paperwork for company appointments and submit with state license, production numbers, E&O certification, etc.
- Renew all license and monitor DLRP for each state.
- Complete all carrier appointment paperwork.
- Additional duties as assigned.

Qualification Requirement:

- Bachelor's degree in accounting or business administration, or equivalent business experience
- 10+ years of progressively responsible experience in an insurance or similar environment.
- Experience processing sales commissions and bonuses.
- Possess a supportive and responsive manner with internal and external customers.
- Have ability to perform multiple tasks in complex working environment accurately and efficiently.
- Possess above average computer knowledge and skills with proficiencies in Excel, Word, and Outlook.
- Proficient and/or ability to become proficient in Epic Software and GNSA.
- Have knowledge and experience necessary for independent decision-making ability.
- Set priorities and manage workflow independently to ensure efficient, timely and accurate processing of transactions and other responsibilities.
- Contribute to a positive work environment.
- Consistently report to work on time prepared to perform duties of position.
- Accept accountability for your quality of work and the work of the team.

Physical Demands:

- Able to sit for long periods of time, use repetitive small motor activity, use hands and fingers, and reach with hands and arms.
- Occasional lifting up to 20 lbs.

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with RiskPoint Insurance Advisors, LLC.

Employee Signature

Date Signed