



**Job Title:** Senior Statutory Accountant  
**Department:** Accounting  
**Reports to:** Controller  
**Status:** Full-time; Exempt  
**Hiring Range:** \$112,910 - \$138,314 (SF Bay Area)  
\$101,619 - \$124,483 (outside SF Bay Area)

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**Job Summary:**

The Senior Statutory Accountant is responsible for supporting the Accounting department's goal of corporate fiscal management by preparing accurate financial reporting and analysis.

**Responsibilities:**

- Responsible for the preparation of accurate and timely external annual and quarterly financial statements and supporting schedules.
- Coordination of department staff for all supporting schedules in preparation of external financial statements and act as administrator of reporting software.
- Preparation of main lead schedules in support of the annual and quarterly statements, annual audited financial statements and other required regulatory reporting.
- Lead the investment accounting process including reconciliations between investment accounting software team, custodian and investment managers, journal entries and reporting.
- Review and monitor the accuracy of the general ledger and accounting sub-systems during monthly close process.
- Prepare, reconcile, review, and/or approve various monthly journal entries and supporting account reconciliations.
- Perform complex financial transactions such as loss and reinsurance reporting and coordinate with the Claims department staff and reinsurance brokers for settlements.
- Research, analyze, and document technical insurance accounting disclosures and guidelines as applicable to OMIC.
- Prepare lead schedules, due diligence requests, and control documentation for external audits and review schedules prepared by others. Explain and demonstrate procedures.
- Research and resolve Underwriting system issues, specifically related to premium and accounts receivables.
- Document internal accounting procedures and controls, as needed.
- Capable of implementing process improvements to include streamlining of work while maintaining a high degree of accuracy and internal controls.
- Attend conferences, seminars, webinars, etc. in order to monitor state or NAIC mandated accounting and reporting changes impacting OMIC.
- Work directly with Controller and/or CFO on special projects as necessary and other duties as assigned. May be required to analyze data and present findings or recommendations.

**Education & Experience:**

- Bachelor's Degree in Accounting or Finance; CPA preferred
- Greater than 7 years of experience in general accounting required
- 5-7 years Statutory Accounting required. Advanced knowledge of accounting principles and processes.
- Advanced knowledge of P&C statutory requirements
- Experience filing P&C NAIC Annual Statement
- Advanced knowledge of reconciliations, financial reporting and analysis

**Required Aptitudes and Skills:**

- Analytical ability necessary to prepare/review various reconciliations and also to perform analysis on complex transactions
- Strong verbal and written communication skills, as well as organization and follow-up skills
- Ability to mentor team members, as well as interact effectively with all levels of management
- Ability to multi-task and work independently
- Computer literate, including Word, Excel, and Oasis systems. Demonstrated experience with computer based accounting systems.
- Ability to work under pressure and adhere to strict deadlines.
- Prioritizes and plans work activities to use time efficiently.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle controls and talk or hear. The employee frequently is required to sit for long periods of time and reach with hands and arms. The employee is occasionally required to stand and walk. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Disclaimer:**

This job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.

All interested applicants may send a cover letter and resume to [careers@omic.com](mailto:careers@omic.com).