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DOING BUSINESS

Staff Accountant

Southern Insurance Underwriters, Inc. – Alpharetta, GA

POSITION NATURE AND SCOPE:

Rely on instructions and pre-established guidelines to perform the functions of the job. Work under immediate supervision. Primary job functions do not require the management of others.

- Verify deposits, monitor Positive Pay, update the cash book daily, process and track return items/Non-Sufficient Funds, wire transfers, and EasyPay payments.
- Prepare daily and monthly bank reconciliations and post month-end journal entries.
- Prepare and distribute monthly financial statements.
- Prepare quarterly and annual financial statements.
- Monitor and maintain the fixed asset system; track and monitor employee mileage reports and fuel usage.
- Reconcile corporate credit card bills on a monthly basis.
- Balance Atlanta office petty cash on quarterly basis and replenish as needed.
- Maintain complete procedure manual and make updates to procedures for changes brought about by system conversions and procedural changes.
- Calculate year-end employee compensation items.
- Prepare wire transfer packet and journal entries from bi-weekly payroll reports.
- Prepare and distribute monthly Senior Report.
- Prepare and reconcile income statements and balance sheet accounts on a monthly and quarterly basis.
- Review and submit necessary tax and regulatory filings.
- Format SIU Annual Budget for F9 (computer program) and write-back to F9.
- Code invoices and review vendor checks.
- Submit Weekly Status Report.

EXPERIENCE:

- 3-5 years of Staff Accountant experience required.
- Insurance industry experience preferred.
- Familiar with standard concepts, practices and procedures within the insurance industry.

REQUIREMENTS:

- Bachelor's Degree in Accounting or related field.

Corporate Office : P.O. Box 105609, Atlanta, Georgia 30348-5609 • PH: 678.498.4500 • TF: 800.568.1700 • FX: 678.498.4600

Florida Office : 1035 Greenwood Blvd, Ste 121, Lake Mary, Florida 32746 • PH: 407.671.7464 • TF: 800.866.3324 • FX: 407.671.9262

Internet: www.SIUins.com • Email: info@siuins.com • Hours: 8:00am - 5:30pm EST



SOUTHERN
INSURANCE
UNDERWRITERS, INC.

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- Proficient in Microsoft Office products to include Word, Excel and Outlook.
- Ability to adapt quickly to new software applications.
- Professional verbal and written communication along with strong interpersonal skills.
- Ability to work in a team, productivity based environment.
- Ability to multitask efficiently and accurately in a fast paced environment.
- Strong organization and prioritization skills.
- Must possess initiative and drive to make positive changes to processes.
- Detail oriented with strong problem resolution and research skills.
- Ability to analyze a situation and implement a solution.
- Must be customer focused.

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