

## **Senior Accountant**

Riggs, Counselman, Michaels and Downes (RCM&D), one of the world's largest independent insurance firms, is seeking a Senior Accountant for its Accounting division in Towson, Maryland.

### **SUMMARY OF POSITION:**

Responsible for preparation of financial statement package, financial analysis and variance reporting of RCM&D and its subsidiaries.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Preparation, maintenance and reporting of financial statements on a monthly basis for RCM&D and SISCO including all manual journal entries, investment schedules, balance sheet management, and variance analysis.
- Maintain amortization schedules for all acquisitions.
- Track capital expenditures, monitor fixed assets to ensure that they are in the fixed asset system and depreciating per the company policy, and prepare quarterly management report.
- Assist in annual budget process and quarterly forecasts.
- Prepare / assist the CFO and Assistant Controller with presentations for Board meetings and Executive committee meetings.
- Compile data, and prepare financial statements and disclosures for the annual audit for RCM&D and SISCO. Assist external auditors as appropriate.
- Ad hoc reporting.
- Assist Assistant Controller as necessary.

### **ADDITIONAL JOB DUTIES:**

Additional duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **MINIMUM QUALIFICATIONS TO SUCCESSFULLY PERFORM THE ESSENTIAL JOB DUTIES:**

Must possess strong interpersonal skills in written and verbal communication, planning and analysis.

Must possess Bachelors degree in Accounting or Finance.

3 years experience as full cycle staff accountant.

**KNOWLEDGE AND SKILLS IN:**

Ability to accurately perform basic mathematical calculations.

Knowledge and skills in effective use of office equipment, primarily computer, telephone, fax machine, copier and calculator.

Grammatically proper speaking and writing skills to effectively communicate with customers and insurance companies.

**OTHER QUALIFICATIONS:**

Certificates, Licenses, Registrations requires to successfully perform the essential job functions.

**PHYSICAL DEMANDS REQUIRED TO SUCCESSFULLY PERFORM THE ESSENTIAL JOB DUTIES:**

- Ability to lift 20 pounds
- Repeated use of sight to read documents and computer screens
- Ability to sit for long periods of time
- Repeated use of hearing and speech to communicate on telephone and in person
- Walking, bending, sitting, reaching and stretching in all directions
- Repetitive hand movements, such as keyboarding, writing and operating calculator

RCM&D/SISCO offers flexible scheduling, competitive compensation and excellent benefits. Interested candidates should send a resume and cover letter with salary requirements to Mabel Barron at [mbarron@rcmd.com](mailto:mbarron@rcmd.com). RIMED/SISCO is an equal opportunity employer.

I understand the responsibilities of my position as outlined above, and I further understand that it is my responsibility to notify my manager should I be unable to perform the duties as listed.

Signature/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature/Employee: \_\_\_\_\_ Date: \_\_\_\_\_