Staff Accountant Position

ICG Captive Services, LLC provides consulting, formation and management services for captive insurance companies. With years of experience in the insurance, legal and accounting industries, we use a multi-disciplined approach to design and implement captive strategies. Our captive services team is committed to building customized programs that integrate with our clients’ goals, manage risk and yield financial benefits.

We are seeking a full-time Staff Accountant to join our team.

Position Summary

- Responsible for financial transactions for multiple entities including: accounts receivable, accounts payable, bank reconciliations, investment reconciliations, premium calculations, reserve estimates, reinsurance contracts, cession statements, and claim payments.
- Maintain financial information, records and important files (e.g. copies of checks, invoices, documentation, reports, etc.) to ensure the availability and accessibility of documentation.
- Conduct recurring payment runs, including checks, ACH, and wire transfers.
- Maintain accounting ledgers by reconciling and posting account transactions.
- Prepare adjusting entries and utilize accounting software to generate schedules and reports.
- Verify entries and compare system reports to balances.
- Assist with the preparation of annual financial statements, estimated quarterly tax payments, insurance annual statements, premium tax filing reports, and other regulatory filings as applicable.

Qualifications

- Bachelor’s degree in Accounting or Business Administration.
- Proficient in computer applications such as Microsoft Office Suite – Intermediate Excel skills required.
- Accuracy and efficiency in data entry required.
- Strong organizational skills with attention to detail, ability to prioritize tasks.
- Strong written and verbal communication skills.

Interested applicants may send resumes to Jackie Staudacher at jstaudacher@icgcaptive.com