



Position Description

Position Title: Senior Finance Manager

Department: Finance & Risk

Reports To: Director – Controller

Posting Band: B (\$140,000 - \$170,000)

FLSA Status: Exempt

Supervisory Responsibility: Yes

JOB SUMMARY

Manage financial and treasury operations, the book close process, compliance and risk management. Supervise Accounts Payable, Payroll, premium collections and day-to-day accounting operations. Lead the annual budget process, as well as implementation and management of financial controls.

DUTIES & RESPONSIBILITIES (* = ESSENTIAL FUNCTIONS)

1. * Oversee treasury operations management, including cash, liquidity, and risk management; technology utilization, and relationship management.
2. * Manage budgeting, forecasting, financial reporting and analysis, tracking of Key Performance Indicators. Analyze financial data and identify areas for improvement.
3. * Manage premium collection and reporting process.
4. * Manage biweekly payroll process and related journal entries and account reconciliation. Complete payroll tax filings. Ensure compliance with various entities; manage associated risks.
5. * Oversee the Accounts Payable process, ensuring accurate expense coding, 1099 reporting and corporate credit card administration.
6. * Provide leadership and coaching for direct and indirect reports. Manage performance proactively.
7. * Oversee implementation and management of financial controls to prevent error and fraud, ensuring compliance with relevant regulations and industry standards.
8. Prepare various presentations for management, Board of Directors, Audit Committee, and Finance Committee meetings. Assist the Controller with Audit committee deliverables including taking meeting notes.
9. Assist in special projects as needed. Conduct other duties as assigned to foster an efficient flow of business.

All duties to be conducted in accordance with NEIL's Core Values.

QUALIFICATIONS

Job Knowledge

- Strong knowledge of Generally Accepted Accounting Principles and Statutory Accounting Principles and accounting rules.
- Familiarity with payroll software packages and third-party payroll processing services, as well as payroll laws and taxation.
- Strong knowledge of relevant regulations and industry standards for compliance.
- Strong knowledge of internal controls, internal audit, and external audit practices.
- Strong Microsoft Excel skills.

Competencies & Abilities

- Strong leadership skills.
- Deadline driven, detail oriented, excellent organization and analytical skills.
- Ability to drive continuous improvement in business processes through automation.
- Strong customer service focus.
- Strong interpersonal and communication skills.
- Ability to uphold highest level of confidentiality.

Education & Experience

- Bachelor's Degree in Accounting, Finance, or related field, required.
- Ten years of relevant accounting experience required. Experience with multi-state payroll processing strongly preferred. Experience managing AP/AR and budgeting required. Five years of supervisory experience required.
- Experience in property & casualty insurance industry preferred.
- CPA preferred.

Physical Requirements

- Ability to sit/stand for extensive periods of time.
 - Ability to use the computer for extensive lengths of time requiring finger dexterity and visual acuity.
 - Ability to travel independently on occasion.
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