



Associate Director of Finance (PRMS)

We have the following job opportunity in our **Arlington, VA** office:

Description

The Associate Director of Finance will be part of the Professional Risk Management Services (PRMS) group, which provides Medical Malpractice insurance services for psychiatrists for FAIRCO. Both PRMS and FAIRCO are subsidiaries of TransRe. As a member of PRMS the Associate Director of Finance will lead all financial accounting aspects of the MGA including cash payments, vendor management, and reporting to the home office team in New York. This position has two direct reports. Responsibilities include, but are not limited to:

- Leading functions of the accounting department related to MGA operations of the company
- Coordinating with various departments to ensure collection of premiums, returns, and ensuring claims payments are processed timely and recording properly in subledger
- Processing and reconciling monthly Premium and Losses information
- Identifying and resolving issues related to billing, collection, remittance of premium and reporting of policy/ premium and claims data
- Claim and AP vendor management and rendering operational expenses
- Variance analysis and reconciliation of balance sheet accounts to bank balances
- Preparing miscellaneous monthly and quarterly journal entries
- Assisting in the preparation of quarterly and annual internal management reports and analysis
- Responding to requests from state regulatory authorities
- Assisting in preparation of information for external and internal auditors interim and annual audit reviews
- Developing Analytics to evaluate operational/financial activity, tracking operational development
- Collaborating with Business Liaison and PRMS IT to effectively identify and prioritize process improvements which improve systems and finance efficiencies
- Proposing process improvements and working on long term projects, such as clearing/validating historical Balance Sheet items and other process improvements
- Various AdHoc projects as the business evolves

Requirements

- Bachelors of Science in Accounting or Finance
- 6 – 10 years of primary insurance accounting experience
- MGA Business experience a strong plus
- Exposure to statutory accounting, compliance a plus
- Strong Microsoft Excel and Word skills required
- Strong analytical and data analysis skills required. Detail-oriented focus is a key skill required for this position.

Work schedule will be hybrid with 4 days days in office and 1 day remote

Interested in applying for this role? Please visit our [Careers Page](#) to apply!