

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Assistant Controller

### Position Focus:

- Responsible for all areas relating to general ledger accounting functions including daily, weekly, monthly accounting tasks and activities (i.e., payroll processing, intercompany chargebacks, producer benefits).
- Reviews and distributes electronically all monthly branch financial statements.
- Assists Controller in supervision of accounting staff as needed to ensure work is properly allocated and completed in a timely and accurate manner.
- Support Controller in formulation of internal controls and policies, special projects, year-end review preparation as well as the annual tax return preparation.
- Maintains audit procedures on commissions using Qlikview queries to ensure accurate commission payment to producers; updates transactions as necessary.
- Analyzes, designs, implements logical data models within Qlikview that tie back to financial information (i.e., production).
- Creates, organizes and maintains various financial reports in EPIC, Crystal, Qlikview, Excel and Access.
- Collaborates with various departments across the footprint
- Works with CFO to prepare budget; creates and maintains various linked Excel spreadsheets for budgeting process; loads budget into EPIC
- Support all Lawley Insurance initiatives, as guided by Lawley values, sales culture and scorecard

### Successful candidates ideally possess

- College degree of 4-6 years (BS, MBA); CPA preferred
- Minimum of 3-5 years in a similar or related position, some public accounting experience preferred
- Ability to be a senior “go to” person as well as lead others by assigning tasks for project planning and completion
- Strong background in the use of technology: Advanced MS Word, Excel, Access proficiency are a must! Experience with working with Salesforce, Epic and/or Qlikview desired
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints

### What’s in it for you? *The Lawley Advantage!*

- Competitive salary, referral bonuses **AND** annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30; Lawley is not a call center environment

*Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*



- Work hard, play hard!!!