

**Job Title: Senior Business Analyst**

**Department: Accounting**  
**Reports To: Controller**  
**Coordinates With: All Departments**

**JOB SUMMARY:**

**Extracts financial and operating data from various accounting and information systems; Performs statistical, cost and financial analysis of financial reports and data, and prepares subsequent narrative analysis for management; Utilizes industry and system knowledge to provide recommendations and suggestions to improve overall company efficiency; Assists in the management of the financial close process and financial statement preparation.**

**ESSENTIAL FUNCTIONS:**

- **Enhances, standardizes and develops reports used by various departments within the Company that will improve the overall operation and effectiveness of the Company**
- **Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to provide timely and accurate analysis of reports that will assist others in managing their responsibilities**
- **Provides strategic financial input on decision making issues affecting the Company**
- **Participates in the development of the Company's plans and programs as a partner in evaluating and advising on long-range planning and regulatory action**
- **Provides timely and accurate analysis of budgets, project proposals and business trends in multiple administrative areas**
- **Contributes to team effort by accomplishing related results as needed**
- **Facilitates the definition of project missions, goals, tasks, and resource requirements; develop methods to monitor and report project status.**
- **Assists in reviewing monthly and quarterly journal entries and reconciliations as a part of the financial close process**
- **Supervises and manages Staff Accountants on the Accounting team**

**QUALIFICATIONS REQUIRED:**

- **Five-(5) years experience as Business Analyst or Accounting Supervisor preferred**
- **Knowledge of insurance accounting standards and practices**
- **Knowledge of specifics in the preparation of required filings with insurance regulators and industry methods particular to the Workers' Compensation line of insurance**
- **Excellent computer skills using Microsoft Word, Excel and Outlook**
- **SQL reporting experience a plus**
- **Excellent verbal and written communications**
- **Must be able to handle multiple tasks, take initiative and work independently**
- **Additional education may be substituted for some experience**

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- **Bachelor's degree in accounting, business, related field, or equivalent experience**

**This job description in no way states or implies that the duties and responsibilities above are the only duties to be performed by the individual with this job description. The individual may be called upon and required to follow other instructions or perform other duties requested by his or her manager consistent with the purpose of the position, department and/or company objective.**