



Job Title: Staff Accountant
Position Reports to: Chief Financial Officer
Classification: Exempt, Full Time
Schedule: Monday through Friday; 8am to 6pm

Position Summary: Southern Oak is looking for a Staff Accountant for our Finance department. This position will work under the direction of the Chief Financial Officer (CFO) and is responsible for providing accounting support to the department. The Staff Accountant will perform various tasks including but not limited to premium processing and adjustments, premium and bank reconciliations, escheatment check follow up, monthly, quarterly and annual journal entries and a variety of data entry and inquiry-specific tasks.

Primary Responsibilities:

- Process and upload electronic premium and commission payments
- Print premium refund and commission checks
- Make adjustments to policy payments for returned checks, fund transfers and pay plan changes
- Prepare 1099 filings
- Reconcile daily premium payments between policy system and bank accounts
- Follow-up on escheated/uncashed premium refund checks
- Process stop-payments and reissue checks
- Prepare monthly bank reconciliations
- Prepare monthly, quarterly and annual journal entries
- Assist in preparing quarterly and annual statutory financial statements
- Other projects and duties as assigned

Qualifications:

- Bachelor's degree in accounting required
- 1+ years statutory accounting experience preferred
- Proficiency in Microsoft Office Professional (Word, Excel, Outlook)
- Ability to operate a host of software applications efficiently
- Ability to multi-task, stay organized in addition to being detail and task oriented
- Demonstrate superior time management skills
- Ability to work independently as well as within a team framework.
- Strong communication, written and verbal skills
- Analytical and problem-solving skills

Benefits:

- 401(k) with dollar-for-dollar company match up to 6%
- Medical, dental & vision
- Wellness & mental health
- Company paid Life, Short- and Long-Term Disability
- Paid time off
- Diverse, inclusive & welcoming culture
- Career development & tuition assistance
- Equal Opportunity Employer



Satisfactory completion of a post-offer drug screening and background check is a condition of employment.

Company

Southern Oak is a Florida-based insurance company specializing in personal residential property coverage with its home office in Ponte Vedra Beach, FL.