

Reinsurance Accountant



Specialty Insurance & Reinsurance

Reinsurance Accountant for Alterra Bermuda Limited, Finance group. This position will report to the Assistant Controller – Reinsurance and have responsibility for assisting with the day to day management of the reinsurance accounting function and related reporting requirements.

Duties and Responsibilities:

- Review reinsurance contracts and enter financial information into the company's underwriting system;
- Review broker and client statements and enter underwriting data into the company's underwriting system;
- Assist with reconciliations of underwriting data to the general ledger;
- Review claim payment requests and verify reinstatement premium calculations to contracts;
- Assist as necessary with the coordination and approval of letters of credit or other collateral requested for reinsurance agreements;
- Review/recalculate premium adjustments to contracts and update the company's underwriting system;
- Monitor accounts receivable and receipt of quota share statements;
- Assist with data maintenance of the company's underwriting system;
- Liaise with cash and treasury team, underwriting department, brokers, and clients, as necessary;
- Assist with preparation of financial statements and footnote disclosures; and
- Prepare various analysis and reports for management and external auditors.

Qualifications and Requirements:

- At least 3 years industry experience in a reinsurance accounting and reporting role or similar experience with a public accounting firm working with reinsurance company clients;
- Professional accounting designation (CA/CPA) would be an asset;
- Solid working knowledge of the various types of reinsurance contracts including excess of loss and proportional;
- Experience with application of US GAAP for insurance and reinsurance contracts;
- Experience with Great Plains would be an asset;
- Proficiency with Microsoft Excel essential;
- Strong oral and written communication skills and attention to detail; and
- Strong work ethic, commitment to meeting deadlines and ability to work overtime as required by financial reporting deadlines.

Interested persons should apply in writing together with Curriculum Vitae marked Private and Confidential by April 21, 2011 to:

Human Resources
P. O. Box HM 2565
Hamilton HM KX
E-mail: careers@alterra-bm.com