



Job Title: Senior Accounting Analyst
Reports to: Controller
Department: Finance

FLSA Status: Exempt

Summary Overview:

The Senior Accounting Analyst is accountable for executing the process to fulfill regulatory reporting requirements for the Connecticut Health Insurance Exchange, a quasi-public agency, and maintaining its commitment to accurate and transparent external reporting, cash management, accounting systems, as well as meeting audit requirements, and ensuring a strong control environment. This position has supervisory responsibilities of one intern and reports to the Controller.

Essential Duties and Responsibilities:

- Prepare all required annual and quarterly reports for the Governor and Auditors of Public Accounts, the Office of Fiscal Analysis, Center for Consumer Information and Insurance Oversight (CCIIO), and Centers for Medicare & Medicaid Services (CMS).
- Prepare required reports that cover grant program implementation and administration, program monitoring and assessment.
- Ensure that the preparation of all financial reports conforms to requirements and that the reports are of a high quality and are completed and filed in a timely fashion.
- Responsible for completion of timely and accurate close of monthly financial results, including recording journal entries, establishing accruals, preparing or reviewing account reconciliations.
- Collaborate with Financial Planning & Analysis on financial or ad hoc reports or variance analysis for management and the Board of Directors, as needed.
- Collaborate with Finance and other areas on financial system and reporting enhancements and streamlining processes.
- Assist in the implementation and documentation of procedures and internal controls/ internal audit functions required for GASB compliance.
- Ensure assets are safeguarded and all transactions are recorded accurately and timely by maintaining and improving processes and internal controls.
- Maintain accounting policies and procedures manual.
- Participate in coordinating and fulfilling requests in connection with audits performed by Office of the Inspector General of the Department of Health and Human Services and the Auditors of Public Accounts (CT).

- Participates in the independent audit and single audit of the organization by the independent accountants, including preparation of accounting schedules and support, and financial statements.
- Attend meetings of appropriate state, local and regional organizations and perform other liaison functions to coordinate efforts in the program area and performs related duties as required.
- Supervise, direct and review the tasks of the Accounting Intern, primarily responsible for accounts payable billing functions.
- Participates in various projects sanctioned by the Chief Financial Officer and/or Director of Accounting. Required participation varies depending on the type of project.
- Other duties as required.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS required; MBA or CPA preferred
- Experience working in governmental, health care, insurance or other regulated environment
- 5 to 7 years of work experience overall; experience with Federal government contracting regulations and/or grant administration preferred.
- Experience in supervising or managing staff preferred
- Strong computer skills and knowledge of relevant software (NetSuite or financial reporting software; Microsoft Office Suite of Products, especially Word, Excel and Power Point; Access is a plus)

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an in-office role in which the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. No travel required.

Equal Opportunity and Affirmative Action Employer

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship