



Controller

Job Description:

The Controller position is located at the company headquarters in El Dorado Hills, CA, and reports to the CFO. The Controller is directly responsible for the following:

Job Duties:

- Demonstrates a thorough understanding of internal financial policies and supports adherence to established procedures.
- Ensures that financial cost models meet the reporting requirements of our operating units, clients, and GAAP reporting.
- Recommends and helps design changes to finance business systems, including configuration changes, changes to integrations between systems, and software changes to in-house systems.
- Provides recommendations on expenditure and revenue requirements to better align the organization regarding major corporate economic strategies, objectives, and policies.
- Leads efforts to provide accurate reporting and analytics with a focus on improving processes and implementing automation where possible.
- Oversees other internal Accounts Payable and Receivable employees and functions as required.
- Monitors the cash position of the organization and plans for the maintenance of adequate funds through cash and other financial budgets and forecasts to meet ongoing operational needs.
- Works with CPA in preparing monthly financial statements and annual tax returns for both CAIS and DRP.
- Ensures that overall operations are in compliance with local, state, and federal regulations.
- Generates and prepares accurate monthly and quarterly financial and premium and program reports in a timely manner. This also includes the monthly Owner Report.
- Responsible for the oversight of daily, monthly, quarterly and annual Accounting Processes. This includes the annual 1099/ 1096 preparation, tax preparation and filings.
- Responsible to create and generate business reports for such things as production analysis, retention, or other reporting as identified to support the needs of the business.
- Provides assistance and analysis for securing loans, financing, acquisitions or other Financial Projects.
- Drives the financial planning of the company by analyzing its performance and risks.
- Retains constant awareness of the company's financial position and acts to prevent problems



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- Works with Chief Operating Officer to set up and oversee the company's integrations between our billing partner, BMS and our Sales Force operations system.
- Sets targets for and supervise all accounting staff.
- Oversees all reviews/audits and internal control operations.
- Monitors and updates our cash flow model, lead cash flow meetings with senior leadership.
- Conducts analysis to make proforma forecasts as needed.
- Oversees company invoicing, AR, AP, and Broker Statements creation to ensure they have been accurately prepared and by established deadlines. Reviews process to include periodic auditing.
- Oversees the monthly Commission processes. Ensures commissions are calculated accurately and within established deadlines.
- Utilization of payroll and 401k Plan reports to accurately and timely reconcile and record activities in the financial systems, including annual review and filing of annual 401k compliance reports (5500) prepared by Paychex.
- Responsible for processing Trust and Operational Accounting/Checks and Expense Reimbursement timely, accurately and in accordance with company policies.
- Responsible for creating and updating process documentation for accounting processes. Periodically evaluates processes to ensure tasks are being performed in the most efficient and streamlined manner possible.
- Ensures that W9s and COI are obtained from all vendors.
- Responsible for the accurate and timely preparation of monthly/quarterly Excess & Surplus Line Tax filings.
- Responsible for the payment of all company taxes and owner distributions.
- Responsible for the support and oversight of annual GAAP review with the outside accounting firm.
- Responsible for the oversight of CSC for Company Licensing (P&C and E&S) & Foreign Filing Registered Agent.
- Responsible for Secretary of State filings and compliance.
- Ensures adherence to financial laws and guidelines.
- Assists Operations with the review of contracts related to Vendors and Carriers.

Education, Skills and Experience:

- BS in Accounting required.
- 5-10 years accounting experience, including at least 3 years' staff management experience.
- Experience with Sage Accounting software a plus.
- Experience with Salesforce systems a plus.

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- Knowledge and experience with US GAAP accounting.
- Excellent leadership and team building skills.
- Innovative & problem resolution oriented.
- Ability to immerse oneself to understand problems and propose solutions.
- Strong communication skills with staff of all levels including senior leadership.
- Ability to respectfully manage conflicts and /or stressful situations, driving collaborative environment
- Ongoing evaluation of financial systems.
- Strong team player with excellent listening, interpersonal, facilitation, written, oral and communication skills.
- Ability to effectively communicate concepts in both technical and user-friendly language to management, peers, staff, and other employees so that issues and solutions are understood.
- Proven problem resolution and analytical skills.
- Ability to multi-task, effectively prioritize and adapt quickly with minimal supervision.
- Ability to work with external vendors to resolve issues and manage project initiatives.
- Insurance industry experience desired.
- Knowledge of AMS360 or other Insurance Management Software.
- Advanced skills in computer technology, excellent Excel skills utilizing formulas, and ability to quickly learn new software.
- Advanced Excel user (VLOOKUP, Pivot Tables, and Formulas).
- Microsoft Suite, including PowerPoint and Visio.
- Adobe Acrobat DC Pro.
- Highest ethical character.
- Strong analytical skills.
- Ability to establish and maintain effective working relationships with supervisor and co-workers.
- Team-oriented personality with the ability to also work independently.
- Ability to prioritize multiple tasks, work under stress, meet deadlines and take direction.
- Ability to innovate and create improvements on internal processes.
- Adaptable and flexible.



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Benefits Offered:

- Competitive salary
- Corporate level benefits (80% paid medical, dental, vision and GAP medical) as well as FSA and 401K with match, and employer sponsored LTD, 1xSalary Life Insurance, and AD&D policy.

Company Information:

Community Association Insurance Solutions (CAIS) is a Commercial Insurance Wholesaler and Program Administrator specializing in protecting Homeowners' Associations (HOAs), Condominiums (Condos), Townhomes and Planned Unit Developments (PUDs).

Learn more at <https://www.caislive.com/about-us>.

Company Culture:

- Hybrid Work environment (both in-office and from home)
- Relaxed office environment with music
- Coffee (Keurig and Nespresso machines) along with creamer provided to staff.
- Lounge/ Kitchen and patio area for breaks and lunches
- Company events for the staff throughout the year