

JOB DESCRIPTION

TITLE: UDS / FIQ Analyst

REPORTS TO: Controller

FLSA STATUS: Exempt

POSITION OVERVIEW: Directs and manages the Association's reporting to liquidators in accordance with Uniform Data Standards (UDS) and Financial Information Questionnaire (FIQ) and compliance with various liquidation guidelines and the Association's UDS and FIQ policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Performs leadership duties and responsibilities during the absence or at direction of the Controller.
- Often works independently in completing financial statements or operational accounting functions.
- Uses a high degree of independent judgment by offering management recommendations for improved FIQ and UDS reporting.
- Planning, directing and coordinating all UDS and FIQ reporting functions.
- Preparing and/or reviewing appropriate claim system and general ledger entries and reconciliations.
- Performing detailed and complex account analysis and reconciliation including analyzing variances between UDS and FIQ systems.
- Researching, analyzing and solving detailed individual transaction activity where the incumbent has identified and located variances between systems.
- Analyzing, interpreting and communicating UDS and FIQ variances to management.
- Assessing and evaluating internal controls to ensure that the claims system ties back to the general ledger.
- Consulting with all levels of management and staff on tools and techniques to strengthen reporting and internal controls in the claim system and general ledger as related to UDS and FIQ reporting.
- Assessing current accounting operations, by offering management recommendations for improvement and implementing new processes.
- Maintains a courteous and professional manner at all times.
- May perform other duties as assigned.
- Identifying staffing needs, training and retaining competent staff.

PHYSICAL DEMANDS:

Required job duties essentially depend on sedentary work, consisting of occasional walking, standing, lifting and/or carrying 20 pounds maximum. Seeing, speaking and operating a vehicle or willingness to travel by airline or other modes of public transportation are essential.

QUALIFICATIONS, EXPERIENCE AND PERSONAL CHARACTERISTICS:

Must possess solid problem-solving, communication, technology and organizational skills, including an ability to work well with other departments. Must be a broad-based financial manager with at least 7 years of relevant experience with the ability to understand the association on a very detailed level. The incumbent shall have demonstrated strong potential to assume broader and greater responsibility and to move up in the association.

Specific areas of technical expertise and personal qualifications include:

- Undergraduate degree from an accredited university is required.
- Insurance company experience is highly preferred.
- Strong strategic thinking skills, with the ability to consider a broad range of external and internal factors when solving problems and making decisions.
- Strong team player who works well in a collegial environment.
- Flexible and fluid in approach to business and people.
- Strong decision-making skills, including the ability to deal effectively with ambiguity and to make decisions under conditions of uncertainty and with less than perfect information.
- Strong performance orientation and focus on results.
- Ability to effectively manage numerous key initiatives simultaneously.
- Highly developed oral and written communication skills, with the ability to plan, prepare and present material effectively to influence senior management.
- Highest degree of integrity and ethics.