

Senior Accountant

Horizon Actuarial Services, LLC (Horizon Actuarial) seeks a detail-oriented and technically skilled accountant passionate about data analysis and delivering exceptional customer service to join our Infrastructure team.

About Horizon Actuarial

Horizon Actuarial is a leading actuarial consulting firm specializing in multiemployer pension and health and welfare plans. Founded in 2008 by former associates of Watson Wyatt Worldwide (now Willis Towers Watson), we have grown to over 80 associates with major offices in Washington, DC; Atlanta, GA; and Los Angeles, CA.

We are dedicated to protecting the interests of plan participants by ensuring that all trustees – both labor and management – are well-informed and equipped to navigate the complex challenges facing their plans.

Horizon Actuarial is committed to treating associates very well. We understand that candidates have a multitude of choices in where they choose to work. That's why we go above and beyond to maintain a culture of inclusiveness. Whether it be at their home or one of our physical offices, associates remain connected regardless of where they work. The opportunities that we create to come together to collaborate and connect with each other instill a sense of belonging in our associates.

A Day in the Life of a Senior Accountant

As an Accountant, you will play a key role in upholding Horizon Actuarial's reputation for professionalism by delivering exceptional service and high-quality work to our internal clients, enabling them to focus on serving our external clients effectively. Collaborating closely with the Controller and other Infrastructure team members, you will be responsible for managing accounting, reporting, and analysis deliverables. This role emphasizes time management, meticulous attention to detail, and accountability, which includes monitoring deadlines and responsibilities, ensuring a rigorous quality review process, and fostering clear communication and teamwork. The position also offers excellent opportunities for growth, career development, and advancement within the company.

The Senior Accountant will be local to our Atlanta, Georgia office and will work full-time in person, with a hybrid schedule potential.

Below are examples of the responsibilities in this role:

- Assist with preparing semi-monthly base pay, annual bonus, annual payrolls, and annual budget and completing correlated tasks.
- Oversee the process of accounts payable and receivable, complete monthly reconciliations, and ensure timely communication and follow-up with vendors.

- Perform system admin duties and assist with time recording, expense reimbursement, invoice creation, and the monthly payment and processing of company credit cards.
- Assist with creating, analyzing, and reconciling the monthly financials. Perform data analytics to provide operating metrics, ensuring the integrity of all reports.
- Comply with federal, state, and local financial, tax, and legal requirements, implementing process changes and ensuring adherence to new requirements.
- Demonstrate strong organizational skills with proven experience prioritizing work and coordinating several projects simultaneously. Exhibit well-organized project and time management skills consistently. Deliver projects timely to meet or exceed client expectations.

About You

The ideal candidate will have the following skills and experience:

- At least two years of accounting experience (Certified Public Accountant or progress towards this or another accounting certification preferred).
- Bachelor's degree in accounting, finance, or business strongly preferred.
- Experience providing support to multiple parties simultaneously.
- Advanced working knowledge of Excel. Proficient in Microsoft Word and PowerPoint. Experience with Microsoft Teams/SharePoint, QuickBooks, and NetSuitesProject Pro (f/k/a OpenAir) or a similar time and expense system preferred.
- Familiarity with complex data analysis using Microsoft Power BI or similar tools is desirable.
- Ability to analyze complex data and translate it into actionable insights.
- Strong focus and passion for detail and accuracy of work with the ability to take full ownership of assigned work.
- Ability to build strong working relationships internally and collaborate effectively with cross-functional teams.
- Excellent English language skills, both written and verbal.

Perks and Benefits

You will enjoy fair compensation and benefits as an associate at Horizon Actuarial. The base salary for this role ranges from \$80K - \$95K depending on years of relevant experience and credentials. Full-time associates are also eligible to participate in the annual performance target bonus program. Benefits include medical, dental, vision, life, LTD, and STD insurance, paid time off, and paid holidays. To plan for retirement, we offer a ***pension plan and a retirement savings plan with a 401K feature and a company match***. You'll also receive a share of company profits as a participant in an associate sharing of profits plan.

If you are ready to join the Horizon Actuarial family, submit your resume [here](#). We look forward to learning more about you!

Horizon Actuarial Services, LLC is an Equal Opportunity Employer. It is the policy of Horizon Actuarial Services, LLC to afford all qualified persons with equal employment opportunities. Hiring, promotion, demotion, reclassification, transfer, training, termination, performance appraisal, and all other personnel policies and practices shall be carried out without regard to sex, age, race, color, religion, sexual orientation, gender identity, gender expression, pregnancy, physical or mental disability, medical condition, citizenship status, national origin, ancestry, military or veteran status, marital status, genetic information, or any other characteristic protected by applicable law.

