



**ACCOUNTS PAYABLE
SUPERVISOR**
Columbia, SC



**CORE
SPECIALTY**

THE CORE SPECIALTY ADVANTAGE

Core Specialty offers a diversified range of property and casualty insurance products for small to mid-sized businesses. From underwriting offices spanning the U.S., the Company focuses on niche markets, local distribution, and superior underwriting knowledge, offering traditional as well as innovative insurance solutions to meet the needs of its customers and brokers. Core Specialty is an insurance holding company operating through StarStone Specialty Insurance Company, a U.S. excess and surplus lines insurer, and StarStone National Insurance Company, a U.S. admitted markets insurer. The Company is rated A- (Excellent) by AM Best.

CONTACT US

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CORE SPECIALTY

Essential Duties and Responsibilities: (Position based in Jersey City, NJ)

The Accounts Payable Supervisor is responsible for supervising the day to day work of three Treasury Analysts to ensure that all technical (claims, reinsurance and return premiums) and non-technical payments (all administrative expenses, staff expenses, credit card payments) are paid promptly, accurately and in accordance with the weekly Accounts Payable work schedule.

Key Accountabilities/Deliverables:

- Provide supervision of the established business as usual processes, including prioritization of the workload of each team member.
- Manage expectations of the business – point of contact for any questions and concerns.
- Work with senior members of the Finance team to refine processes, strengthen controls and fully document a more efficient workflow.
- perform hands on work with specific parts of the Accounts Payable process to ensure all payments are made according to schedule, where necessary.
- Daily supervision of three Treasury Analysts to ensure workload is being prioritized and addressed in the most effective manner and that all business-critical payments are being made on a timely basis.
- Manage discreet parts of the payment process (approvals in Accounts Payable system, creation of payment proposals, etc.)
- Continue to review current end-to-end processes for all technical payments (claims, outwards reinsurance premiums, return premiums, internal transfers and other payments to brokers) to enable recommendations to be developed and actioned and an appropriate operating model for Accounts Payable to be implemented,
- Continue to enhance centralized payment procedures for all types of payments to ensure quick payment and accurate recording in the ledgers.
- Lead 1099 reporting process.
- Continue to enhance KPIs for monitoring performance so as to mitigate risk.
- Interact with Underwriting, Operations, Finance and other business areas of the organization.
- Operate in a control environment such as Sarbanes Oxley.
- Support other duties from time to time as the Company may reasonably require.

Technical Knowledge and Understanding:

- Excellent written and verbal communication skills.
- Excellent organizational and analytical skills.
- Ability to work independently.
- Ability to prioritize responsibilities and manage time effectively.

Experience:

- Associate degree in Accounting or Finance required.
- Proficiency with Microsoft Office Suite and accounting software required.
- Basic computer skills, ability to use standard office equipment required.
- Familiarity with GAAP reporting, internal controls and working with auditors

At Core Specialty we believe that our employees are our most important asset. Helping our employees and their families achieve and maintain good health – physical, emotional, and financial – is the reason Core Specialty offers extremely rich and affordable benefits including, but not limited to medical, dental, vision, and life insurances; short and long-term disability; a Company-match of 100% of a 6% contribution 401(k) plan; an Employee Assistance Plan; Health Savings Account, Flexible Spending Account, Health Reimbursement Account, and gym reimbursement.