



Accounting & Operations Analyst

SHAPE YOUR FUTURE WITH US

General Star is a premier specialty and surplus lines provider, underwriting specialty property and casualty (P&C) insurance for risks with more difficult exposures. It markets its products through appointed wholesale brokers and managing general agents (MGAs) in the U.S. General Star is a wholly owned subsidiary of General Re Corporation, a subsidiary of Berkshire Hathaway Inc. General Re Corporation is a holding company for global reinsurance and related operations, with more than 2,000 employees worldwide.

GenStar currently offers an excellent opportunity for an Accounting & Operations Analyst located in Stamford, CT office.

ROLE DESCRIPTION

This role is a position within the Business Services Division (BSD) of GenStar. The BSD team provides service and support functions to all other GenStar divisions. The Accounting and Operations (A&O) units in BSD are responsible and accountable for underwriting support, policy/contract issuance, and the processing, reporting and analysis of a wide variety of financial and operational data for General Star and Genesis. A&O unit members work with GenStar internal clients, GenStar external clients, as well as other GRC group and external business partners. This position provides key operations and administrative support to our Property & Medical Professional underwriting division as required to complete the underwriting process in accordance with established workflows, procedures, and other company protocols. This position will partner with Underwriting in all areas in support of the quoting, binding and policy issuance processes.

Responsibilities:

- Accurate and timely processing, reporting, and analysis of premium, claim, reinsurance, and other financial/policy data for General Star
- Provide and coordinate training to unit associates to ensure complete understanding of (re)insurance operations & accounting processes
- Develop and maintain positive collaborative relationships with both internal and external clients
- Respond to internal inquiries regarding General Star premium or claims data
- Participate as a subject matter expert in process review and/or redesign
- Lead internal or external audits, training, etc., which may require domestic travel
- Perform other project work or data / financial analysis as required
- Prepare, review, and evaluate data or financial reports
- Create or update procedure manuals, ensuring that processes are documented accurately, and documentation is kept current
- Accurately collect and monitor data on a regular basis, reviewing for inconsistencies and errors to ensure data integrity.

It is the General Re Corporation continuing policy to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, sex (including childbirth or related medical conditions), religion, national origin or ancestry, age, past or present disability, marital status, liability for service in the armed forces, veterans status, citizenship, sexual orientation, gender identity, or any other characteristic protected by applicable law. In addition, Gen Re provides reasonable accommodation for qualified individuals with disabilities in accordance with the Americans with Disabilities Act.



ROLE QUALIFICATIONS AND EXPERIENCE

- Requires two plus years of experience in (re)insurance operations and accounting
- Strong quantitative skills and proficiency using Microsoft Excel and SQL databases.
- Superb data mining skills.
- Proven technical skills in data reporting and analysis
- Comprehensive understanding and subject matter expertise of the (re)insurance operations and accounting processes supported by the A&O unit
- Proficiency in using business operations, accounting, financial, and insurance/reinsurance industry terminology
- Ability to understand and accurately respond to questions from internal and external clients
- Ability to identify & explain process problems and errors and resolve them or discuss with the appropriate party for resolution
- Ability to work collaboratively, share knowledge and best practices with the unit
- Excellent written and oral communication skills for interaction with internal clients and external business partners
- Superior time management, prioritizing, and organizational skills to be able to manage multiple projects effectively
- Desire to seek opportunities to build upon job knowledge, technical skills, or challenging assignments
- Knowledge and understanding of Property and Casualty insurance principles and practices a plus.
- Excellent computer skills - Microsoft Office Suite with emphasis on Microsoft Outlook.
- Understanding and experience with administrative and clerical procedures including managing electronic files, data, and records.
- Exceptional understanding of principles and processes for providing excellent customer service. This includes meeting established time and quality standards ensuring customer satisfaction.
- Capability to work independently and within a team/group environment.
- Takes ownership and accountability for one's own work product – commitment to quality.
- Ability to quickly adapt to an ever-changing environment.
- Outstanding attention to detail and organizational skills.
- Proven analytical skills including the ability to identify and report problems or errors while working with significant amounts of detailed information.
- Strong interpersonal skills and ability to establish and maintain effective working relations with internal and external resources in a multi-cultural environment
- Associates or bachelor's degree in business and/or a technology related field preferred.

If you want to shape your future with us, please send your resume to Linda Dalesio in Human Resources: ldalesio@genre.com

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