

**Company Profile:**

Build America Mutual Assurance Company (“Build America” or the “Company”) is a New York domiciled mutual financial guaranty insurance company. The Company was capitalized on July 17, 2012 and received its license to write financial guaranty insurance from the New York State Department of Financial Services (the “Department”) and commenced operations on July 20, 2012. Build America is also licensed in the District of Columbia and the remaining 49 states. Build America’s financial strength and counterparty credit ratings of ‘AA/Stable Outlook’, from Standard & Poor’s Ratings Services, were reaffirmed on June 25, 2021. The first mutual bond insurance company, Build America is owned by and operated for the benefit of the cities, states and other municipal agencies—the municipal issuers—that use the Company’s ‘AA/Stable Outlook’ rated financial guaranty to lower their cost of funding in the U.S. municipal market.

Website: <http://buildamerica.com/>

**Job title: Associate – Expense Accounting and Cash Operations****Division/Department: Financial Control****Work Location:** 200 Liberty Street, New York, New York on a hybrid basis (2-3 times a week) and remotely for remainder**COVID 19 Vaccination Requirements:** Employees are required to be vaccinated and maintain immunized status via subsequent boosters**Reports to:** Chief Accounting Officer **Full-time** **Part-time** **Exempt** **Nonexempt****Essential Duties and Responsibilities:**

- Maintain ownership of accounts payable and cash disbursement function
  - ◇ Analyze current processes and make recommendations for improvements
  - ◇ Manage the relationship with Concur
    - ◇ Regularly assess volume of invoices and travel and expense reports and make recommendations as to the appropriate contractual tier
    - ◇ Identify root causes of manual intervention and work with Concur to develop a solution that eliminates the need for manual intervention
  - ◇ Investigate alternatives for current AmEx Purchasing card
  - ◇ Manage regular processes including but not limited to:
    - ◇ Reviewing vendor invoices and route to appropriate manager for approval
    - ◇ Preparing wires, EFTs, ACHs
    - ◇ Processing travel and expense reports
    - ◇ Preparing 1099s
    - ◇ Assisting in variance compliance filings and reports
- Month End Process
  - ◇ Analyze current processes and make recommendations for improvements
  - ◇ Manage regular processes including but not limited to:
    - ◇ Preparing cash disbursement, compensation and lease journal entries and related monthly reconciliations

◇ Preparing monthly bank reconciliations

- Quarterly Internal and External Reporting
  - ◇ Reporting and analysis related to annual budget and quarterly actual to budget variance analysis and forecasting process
- Perform special projects and ad-hoc analysis
  - ◇ Evaluate existing systems (e.g. Concur) to determine if there are better alternatives
  - ◇ Develop non-routine reports, analysis and presentations to Senior and Executive Management
  - ◇ Assist in developing an executive dashboard with IT to provide senior management with easily accessible and clear financial information.

**Work Experience Requirements:**

- Minimum of 5 years of public/private accounting experience; cash operations experience a plus
- Computer proficiency (Word, Excel, Outlook) a must
- Concur Invoice/Travel experience a plus
- FIS General Ledger and ADP experience a plus
- Experience working with outsourced service providers a plus
- Excellent verbal and written communication skills and attention to detail required
- Ability to meet deadlines while maintaining a positive attitude

**Education Requirements:**

- Bachelor of Science degree in Accounting or Finance