

AMERICAN

Mutual Insurance Association

President & Treasurer, American Mutual Insurance Association

Eldridge, Iowa (Full-time)

About us:

Back in 1849, thirteen immigrant farmers banded together to pool their resources and share their losses on the eastern edge of Iowa. Since those humble beginnings, American Mutual Insurance Association has experienced continued growth & profitability while holding to the idea of neighbor helping neighbor.

We are currently looking for the future **President & Treasurer** of American Mutual Insurance Association. The ideal candidate for this position will have a strong background with and passion for the Insurance industry. This individual will be responsible for the leadership, direction and overall management of the company and will oversee all operational and financial directives in cooperation with the Board of Directors.

To be successful in this role you must:

- Have strong leadership and interpersonal skills
- Be dependable, organized and detail-oriented
- Manage time effectively and organize/prioritize multiple tasks at a time
- Be able to work with little direction in a high-pressure environment
- Have the ability to collect, evaluate and interpret data in both statistical and narrative form
- Possess exceptional written and oral communication skills as well as excellent listening skills
- Have above average knowledge of computers and Microsoft Office Suite, in particular Microsoft Excel

In this role you will:

- Recommend for consideration, implement and be responsible for the achievement of goals and objectives for the Association
- Annually review all lines of coverage
- Direct policy application and issuance, underwriting and underwriting surveys, claims and other daily activities of the Association. Ensure all insurance claims are properly investigated and completed in a timely manner
- Direct the preparation of the annual budget for the Association and monitor the budget during the year to ensure performance meets requirements
- Oversee the preparation of all management reports required by the Board of Directors, the Iowa Insurance Division, and outside organizations
- Develop and maintain a liaison with Department of Insurance representatives
- Communicate with agents, member companies, trade associations, local officials and insureds on matters concerning Association activities

- In the event of a catastrophe, ensure that a survey of the area is conducted to estimate losses, and that bulk reserves and catastrophe claim plans are established
- Communicate with reinsurance company to place insurance, select carriers, negotiate contracts, and communicate claims information and potential recovery matters
- Establish procedures for custody and control of assets, records, loan collateral and investment securities
- Evaluate financial reporting systems, accounting collection procedures, and investment activities, and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions
- Oversee all major accounting department activities including, but not limited to: review and approval of annual operating budgets, reconciliation of operating expenses, AP/AR activities, payroll review, business expense reimbursements, financial oversight, tax accounting and cash flow oversight
- Confer with legal counsel on claims requiring litigation
- Establish & maintain relationships with individual and business customers, and provide consistently exceptional client service
- Implement and enforce information technology best practices

What we're looking for:

The President/Treasurer of American Mutual Insurance Association must be very knowledgeable and passionate about Property and Casualty Insurance. Five to ten years of work in this industry is preferred. A Bachelor's Degree is also required. An insurance designation such as PFMM is preferred. Extensive knowledge of underwriting, accounting, reinsurance, claims processing and technology is strongly preferred.

Who we are:

American Mutual Insurance Association is a mid-size insurance company with a rich history that goes back over 100 years. We work hard to take care of our employees, so they will do their best to look after our policyholders. You will find opportunities to grow and advance through training and development, and a commitment to our community. If this role sounds like the perfect fit for you, here is how you can reach us:

- You can email your cover letter and resume to Julie Noble at jnoble@cainellsworth.com
- You can check out our web-site at www.americanmutualins.com/