

Summary of Job Function:

The President/Treasurer is responsible for the leadership, direction and overall management of the Mutual Insurance Association and its resources. The President/Treasurer oversees all operational and financial functions, ensuring that policies and procedures established by the Board of Directors are implemented.

Duties and Responsibilities: (Tasks may include, but are not limited to the following)

Professional Knowledge/Technical Expertise:

- Recommends for consideration, implements and is responsible for the achievement of goals and objectives for the Association
- Annually reviews all lines of coverage
- Directs policy application and issuance, underwriting and underwriting surveys, claims and other daily activities of the Association. Ensures all insurance claims are properly investigated and completed in a timely manner
- Directs the preparation of the annual budget for the Association and monitors the budget during the year to ensure performance meets requirements
- Oversees the preparation of all management reports required of the Board of Directors, the Iowa Insurance Division, and outside organizations
- Develops and maintains a liaison with Department of Insurance representatives. Communicates with agents, member companies, trade associations, local officials and insureds on matters concerning Association activities
- In the event of a catastrophe, ensures that a survey of the area is conducted to estimate losses, and that bulk reserves and catastrophe claim plans are established
- Communicates with reinsurance company to place insurance, select carriers, negotiate contracts, and communicate claims information and potential recovery matters
- Establishes procedures for custody and control of assets, records, loan collateral and investment securities
- Evaluates financial reporting systems, accounting collection procedures, and investment activities, and makes recommendations for changes to procedures, operating systems, budgets, and other financial control functions
- Oversees 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 cashflow oversight
- Ensures completion of financial and regulatory reports required by laws, regulations and boards of directors
- Confers with legal counsel on claims requiring litigation
- Establishes and maintains relationships with individual and business customers, and provides consistently exceptional client service
- Implements and enforces information technology best practices to ensure hardware and software are current and running on a secure network. Implements policies and procedures to ensure employees are properly trained and in compliance
- Performs other administrative and operational responsibilities as required or assigned by the Board of Directors

Client Relationships:

- Responsible for insureds' satisfaction
- Develops and maintains strong business and working relationships, in order to retain client base
- Identifies issues and recommends creative solutions
- Organizes work schedule in a manner that ensures timely and priority-sensitive service
- Addresses and resolves insured concerns and challenges in a timely manner
- Maintains insured confidentiality at all times

Management/Leadership:

- Makes the most of opportunities to develop new products and services, and gainfully markets the Association
- Effectively mentors others and serves as a role model to others in the Association
- Seeks leadership roles in professional and community organizations
- Establishes and maintains a network of professional relationships in the business community
- Maintains the Association's objective of integrity and professional compassion by treating others fairly and with respect
- Speaks confidently and persuasively
- Demonstrates the ability to make tough decisions
- Evaluates the quality and quantity of all work produced
- Effectively and appropriately delegates assignments to foster an environment of mentoring and teamwork
- Defuses conflict and confrontation and develops a high-performing team of staff members

- Administers personnel policies, oversees performance evaluations and salary recommendations, and manages staffing by interviewing prospective employees, hiring, terminating and promoting employees as appropriate

Working Conditions:

General office working conditions with minimal hazards. Occasional same-day travel, using personal vehicle for work with clients, at offices, meetings, and seminars. Occasional out-of-town travel, using personal vehicle with overnight stay for work with clients, at meetings, or seminars is required. Requires the ability to lift up to 50 lbs.

Educational Requirements/Professional Experience Requirements:

The President/Treasurer of Western Iowa Mutual 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 preferred. An insurance designation such as CPCU, AIM Are, PFMM or FMDC is preferred. Extensive knowledge of underwriting, accounting, reinsurance, claims processing and technology is strongly preferred.

Knowledge, Skills and Abilities:

- Strong leadership and interpersonal skills
- Dependable, organized and detail-oriented
- Manage time and organize/prioritize multiple tasks at a time
- Work with little direction in a high-pressure environment
- Collect, evaluate and interpret data in both statistical and narrative form
- Exceptional written and oral communication skills as well as excellent listening skills
- Above average knowledge of computers and Microsoft Office Suite, in particular Microsoft Excel