



Sompo International Holdings Ltd. (Sompo International) is a specialty provider of property and casualty insurance and reinsurance, established in March 2017 as the result of the acquisition of Endurance Specialty Holdings Ltd. by Sompo Holdings Ltd. (Sompo).

Sompo's core business encompasses one of the largest property and casualty insurance groups in the Japanese domestic market. In addition, Sompo is engaged in the provision of insurance services as well as other related services through its global network of businesses operating in 32 countries around the world.

Sompo International is the international operation and a wholly owned subsidiary of Sompo, which trades on the Tokyo Stock Exchange. Through our operating subsidiaries, Sompo International underwrites agriculture, professional lines, property, marine and energy, and casualty and other specialty lines of insurance and catastrophe, property, casualty, professional lines, weather risk and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those who matter most: our people. Sompo International's headquarters is in Bermuda and we currently have offices in the United States, the United Kingdom, Continental Europe, and Asia. At Sompo International, a shared commitment to integrity, teamwork, agility, execution, and excellence define our culture, and we strive to create exceptional value for our clients and shareholders and maintain Sompo International as a desirable place to work.

**Job Summary:**

We are seeking an Accounts Payable Manager for our Purchase, NY office. The Accounts Payable Manager has the primary responsibility of ensuring the Global Accounts Payable Function ("AP") delivers effective and efficient high-quality service to both external vendors and internal clients. The individual will effectively communicate, collaborate, and report on AP matters, provide ongoing internal support and foster an environment of continuous improvement with respect to service delivery, procedures and the use of technology. Also, this individual will ensure that AP responses to inquiries on vendor invoicing and payment matters and are resolved accordingly. The ideal candidate will manage directly a team of 6 AP staff members based in New York and Bermuda. In addition, the focus of this position will be to optimize performance in meeting the objectives of the global function across the key locations in which Sompo International operates including London, Zurich, and Europe branches. The candidate will participate in related project implementations to ensure effective use of current and future technology to support the achievement of the Company's financial goals. The individual will also work with procurement, operations and accounting functions throughout the Company as needed. Some travel may be required. This position reports to the VP of Procurement, Contracts, and Accounts Payable.



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### Responsibilities:

- Develop new or modify existing procedures to increase productivity and optimize efficiency in the payment process. Review and update Accounts Payable policies and procedures (including invoice/PO approval policy, payment request policy, travel and entertainment policy) and monitor compliance with those policies to support process efficiency, accuracy and training.
- Monitor our procure-to-pay processes and systems; identify fixes and enhancements as needed. Work collaboratively with IT, Treasury, and Finance Data Systems group to ensure our expense management systems are operating effectively and efficiently.
- Ensure new locations or acquisitions are integrated into AP's global financial applications including Concur and SAP.
- Maintain high level of service standards for managing vendor accounts and inquiry response to support positive vendor relations and communication. Oversee internal inquiries and ensure expedited resolution of internal and external customer issues. Oversee the vendor payment process, ensuring timely payments.
- Ensure that vendor setup and maintenance is performed in an efficient manner and meets IRS and local banking requirements.
- Provide ongoing reporting, review and control of Accounts Payable activities. Develop data analysis, reporting tools and performance metrics to effectively monitor and evaluate performance and efficiency of the function. Oversee reconciliation of vendor statements to vendor accounts and investigate discrepancies with vendors.
- Develop and maintain effective interpersonal contacts with other functions. Coordinate periodic internal reviews with AP stakeholders on the status of AP and vendor relationships.
- Collaborate with Procurement group to monitor vendor invoicing standards, contracts, review payment terms and policies, and communicate with Company vendors to facilitate adherence to those standards and policies.
- Ensure integrity and timely completion of accounting information.
- Support interaction with external and internal auditors.
- Oversee Accounts Payable personnel activity, including recruiting and hiring, staff supervision, development and training, and performance appraisals.
- Participate in certain areas of the process such as daily pay runs, expense approval matrix maintenance, vendor record maintenance, period end accruals, or other AP tasks as needed.
- Stay current on industry practices related to payables and disbursements, assessing and communicating their potential impact on the business.

### JOB REQUIREMENTS

- Minimum 7-10 years' experience in accounts payable or accounting. Supervisor experience required.
- A completed bachelor's Degree in related curriculum required. Master's in accounting, MBA or CPA certification would be an advantage.
- Must understand and utilize sound customer service skills; customer service experience preferred.
- Excellent verbal & written communication skills.
- Problem solving, analytical and organizational skills.
- Ability to analyze, develop and implement responses to business conditions and operational process challenges.



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- Understanding of business processes of accounts payable, purchasing and general ledger accounting.
- Ability to motivate/manage staff and develop interactive working relationships with internal and external contacts.
- Proficient in data analytics, report development and presentation skills.
- Proficient PC skills using Microsoft Office products and experience with ERP accounting system(s); experience with automated vendor invoice management systems preferred. Experience with Concur and SAP preferred.

Sompo International offers a competitive compensation and benefits package commensurate with experience. The minimum salary for this position: \$115,000. For consideration; please e-mail your resume along with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: [broldan@sompo-intl.com](mailto:broldan@sompo-intl.com)

**Sompo International is an equal opportunity employer committed to a diverse workforce.  
M/F/D/V**

Visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)