

Accounting Specialist, Financial Services

Job Summary

The Accounting Specialist performs accounting functions typically associated with accounting such as the daily cash and premium controls, lockbox premium batch balancing and exceptions, Perceptive indexing, premium exception correspondence, and other miscellaneous functions.

Primary Responsibilities

- Daily cash and premium controls:
 - o Balance and record daily cash transactions.
 - o Balance daily premium transactions.
 - o Handle bank exceptions.
 - o Transmit EFT payments.
- Premium processing:
 - o Payroll batch.
 - o Government allotment.
 - o Underwriting.
- Tax reports and payments.
 - o Federal tax transmissions and balancing.
 - o Sales purchase tax reports and payments.
 - o Quarterly and annual municipal premium tax reports and payments.
- Monthly account balancing.
 - o Hy-vee group suspense.
 - o Agent ledger accounts.
- AP indexing.
- Daily contact with our internal and external customers via written communication, telephone and e-mail.
- Attend and participate in department meetings.
- Assists other team members as needed.
- Advise management of problems with systems and controls and offer recommendations, when appropriate.
- Recognize improvements that can be made and submit to management for consideration.

Job Qualifications

- Bachelor's Degree in Accounting *
- Prior insurance industry experience a plus
- Good verbal and written communication skills



- Strong time management skills and ability to prioritize
- Ability to learn systems including:
 - o General ledger software
 - o Cash/Banking on-line system
 - o Policy systems
 - o Imaging and document management system
 - o Correspondence system
- Ability to maintain confidentiality and adhere to privacy standards as they relate to customers and staff
- Ability to maintain professionalism at all times
- Flexible and adaptable to changes
- Strong initiative and solid judgment abilities and skills
- Ability to work independently as well as a team member
- Ability to work under pressure
- Proficiency in MS Word, MS Excel, MS Outlook and the Internet

Reporting Relationships

- Reports to Manager, General Accounting
- Does not directly supervise any other associates

*College or university must be sufficiently accredited and listed in the U.S. Department of Education Accreditation Directory.

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