



## Budget Accountant

### Job Summary

The Budget Accountant performs accounting functions typically associated with basic accounting such as the daily processing of voucher requests and printing checks, verifying the accuracy of journal vouchers and accounting classifications assigned to various records, remittance on site scanning and exceptions handling, lockbox premium batch balancing and exceptions, various premium processing, preparation of year-end state premium tax and other state reporting, and assisting with various internal management/ budget reports.

### Primary Responsibilities

- Prepare and analyze reports from the Prophix budget system.
- Balance and print all company checks.
  - Analyze voucher requests for proper account classification and attachments.
  - Accurately enter data and balance voucher requests.
- Prepares entries for various accounting functions.
- Manage on site lockbox
  - Scan and balance various batches
  - Process exceptions
  - Distribute Correspondence
- Process various premiums
  - Lockbox batch and exceptions
  - Status checks
  - Pro Rata and reinstatements
- Assist in preparation of year-end state premium tax and other state reporting
- Assist in the preparation of operational reports analyzing revenues and expenses.

### Job Qualifications

- Bachelor's degree in Accounting required
- CPA/CMA or CPA/CMA candidate a plus.
- 0-2 years of accounting experience.
- Knowledge of MS Office products (Word, Excel, Access).
- Good written and oral communication skills; team player.
- Strong time management skills and ability to prioritize



### **Job Qualifications Cont.**

- Ability to learn and understand systems including:
  - General ledger software
  - Cash/Banking on-line system
  - Policy systems
  - Imaging and document management system
  - Premium tax software
- 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

### **Reporting Relationships**

- Reports to Manager, Financial Reporting.
- Does not directly supervise any other associates.
- Works with Manager, General Accounting on general ledger, cash and related accounting issues.
- Works with other department managers, especially Information Technology, in preparing and analyzing their budget reports.

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

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