

Premium Accountant

Job Posting

Position Summary:

This position is responsible for the cash management, premium day-to-day duties as part of the accounting department. The position will be heavily involved in reviewing and validating banking and premium information. Responsible for processing premium related requests, processing check requests, reviewing payments received. Also responsible for daily bank activities such as cash deposit reconciliation (ACH, Check 21, EDI and vault deposits) Assists with the preparation of journal entries during month end close.

Principal Duties & Responsibilities:

- Support the operational needs of the company including cash management, armored car deposits and cash handling needs for Divisions I and II and the CEA.
- Prepare daily bank deposit reconciliation to assure that all sources of premium postings to the premiums system are accounted and credited correctly to the bank accounts.
- Assist with preparation of monthly journal entries.
- Process daily bank transactions, reviewing positive pay item and obtain status and copies of negotiated check as requested.
- Liaise with the bank, policyholders and brokers which includes written, verbal or email communication.
- Process daily premium change requests which include voiding and reissuing checks, posting payments, reinstating policies and making requested policy changes in premium system.
- Receive and record cash payments, operate the cash register and make daily bank deposits.
- Perform backup duties for cash processing and assist when necessary to ensure timely processing of premium remittance checks.
- Perform backup duties for Accounts Payable
- Adhere to Federal and State laws and regulation.
- Any other duties needed to help fulfill the Associations Mission, abide by the Association's Values and fulfill the Association's Strategic Objectives.

Knowledge and Skills Requirements:

- Bachelor of Arts/Sciences Degree required
- Minimum of 2 years accounting work experience
- Knowledge of systems and processes related to treasury and financial management
- Strong analytical and problem-solving skills
- Strong attention to detail and ability to operate with a high degree of accuracy
- Strong initiative, organization skills and ability to self-manage while remaining flexible to changing tasks and priorities
- Excellent Typing skills and 10 Key by touch
- Microsoft Office suite required, strong excel skills preferred.
- Insurance background a plus

To apply: Please send resume and cover letter to hr@cfpnet.com