

DOH:

JOB DESCRIPTION	
<b>Department</b> Accounting	<b>Position</b> Accounting Support Specialist
<b>Status</b> Non-Exempt	<b>Reports To</b> Accounting Operations Supervisor
<p>The Accounting Support specialist provides support to the existing Accounts Receivable and Payable positions by taking the lead in resolving cash application questions, correspond with internal and external customers and resolves inquiries as requested. This position also assists in compiling reports and organizes the filing and storing of accounting files.</p> <p><b>Position Summary:</b> Assists in the timely and accurate premiums receipts processing function and responsible for resolution of all issues regarding cash application. Correspond and manage all insured's customers, brokers and CFP's personnel's inquiries.</p> <p><b>Principal Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"><li>➤ Responsible for processing premiums receipts timely and accurately.</li><li>➤ Assist with broker commission payment garnishment process.</li><li>➤ Sort, prioritize, and process premiums receipts timely and accurately.</li><li>➤ Assist with resolution of problems or issues arising out of payment remittances.</li><li>➤ Respond to inquiries regarding policy status, payment remittances, return premiums, cancellations, reinstatements, etc.</li><li>➤ Data entry: Assist in preparing and posting journal entries for Divisions I and II and CEA.</li><li>➤ Receive and record cash payments, operate the cash register and make daily bank deposits.</li><li>➤ Filing, scanning and organizing accounting's file systems.</li><li>➤ Prepare and mail check requests along with letters to brokers for commission garnishments.</li><li>➤ Adhere to Federal and State laws and regulation.</li><li>➤ Any other duties needed to help fulfill the Association's Mission, abide by the Association's Values and fulfill the Association's Strategic Objectives.</li></ul> <p>REQUIRED SKILLS: Customer Service, MS Office, Basic Accounting Knowledge and Great Plains (a plus), Ten Key by touch and typing.</p>	
Employee Acknowledgment & Signature	Approved by:
Date:	<a href="#">Date:</a>

Requirements:

- Cash application of payments (medium to heavy)
- **Exceptional typing and 10key by touch skills a MUST**
- Excellent oral and written communication – mail, email & phone calls in a professional manner while keeping and improving customer relations
- **Basic to medium knowledge of Excel and Word**
- Background and credit check required (this person will be handling sensitive customer information, cash, checks and banking information)
- 2-4 years of accounting work experience required.
- A minimum education level of: High School Diploma, accounting course or work experience required.