Kibble & Prentice
Finance – Revenue Accounting Clerk
Job Description

Major Responsibilities

- Responsible for auditing carrier commission statements to ensure payments comply with contractual obligations.
- Responsible for creating, reviewing and sending all agency fee based invoices to clients.
- Assist with the proper coding and reconciliation of all carrier commission statements to individual client accounts.
- Assist with carrier communication regarding commission payment issues/collections.
- Research and resolve all discrepancies identified in revenue reconciliations.
- Assist with monitoring, collecting and resolving accounts receivable aging items.
- Assist in the processing of daily cash receipts, as necessary.
- Assist with month end close procedures, as necessary.
- Other projects, as assigned.

Qualifications

- A minimum of two years experience in accounting or finance.
- Experience in the insurance field a plus.
- Proficiency with Microsoft Excel a must (intermediate to more advanced skill set).
- Must be highly detail oriented and organized.
- Must be able to understand organization priorities and meet deadlines.
- Excellent communication and interpersonal skills with a customer service focus.
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives.
- Ability to work effectively during times of organizational stress, ambiguity, and change.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.