

JOB DESCRIPTION

Job Title: Accounting Associate

Reports To: Chief Finance Director

Department: Finance/Accounting

Status: Exempt

SUMMARY/OBJECTIVE

The Accounting Associate is a staff level accounting position responsible for assisting the Director of Finance in creating accurate and timely financial records for the organization. This position ensures Alper Services' policies and procedures are being adhered to as they pertain to financial documentation.

ESSENTIAL FUNCTIONS

- Prepare accounting records, including financial statements and other financial reports, to assess accuracy, completeness, and conformance to Alper Services' standards
- Maintain general ledger and chart of accounts; input entries into proper accounts
- Document and ensure accurate financial recordkeeping, making use of current technologies
- Prepare forms and manuals for Accounting/Finance Team Members
- Maintain strong relationships with Clients, insurance companies, and internal constituents
- Meet deadlines and multi-task in a fast-paced environment, working effectively under shifting priorities and pressures
- Required to reconcile and resolve discrepancies independently
- Complete special projects as assigned

COMPETENCIES

- Teamwork
- Ethical Conduct
- Attention to Detail
- Organization and Planning
- Customer/Client Focus

QUALIFICATIONS/SKILLS

- Education: Bachelor's degree in Finance or Accounting required
- Certification: Required to obtain NetVu Insurance Accounting Certification (NcIA) within 12 months of hire
- At least two years recent accounting experience
- Insurance industry experience preferable
- Excellent time management and organizational skills required

- Demonstrated experience in working proactively, taking initiative and operating with minimal supervision
- Excellent analytical skills
- Excellent written and verbal communication skills
- Ability to meet deadlines and manage multiple priorities simultaneously in a fast-paced environment and work effectively under shifting priorities and pressure
- Provide Premier Client-Centric customer service to both internal and external constituents
- Proficient computer skills in Microsoft Office, experience in working with AMS360 or comparable agency management system preferred

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.