

YOUR AGENCY NAME

Title: Bookkeeper

Reports To: Agency Principal or Financial Manager

Job Summary: The Bookkeeper keeps accurate records of agency financial transactions, monitors delinquent accounts, prepares monthly statements and financial reports, and answers customer questions regarding billing issues. The Bookkeeper uses the agency automation system to manage and monitor the General Ledger, Accounts Receivable, and Accounts Payable. The Bookkeeper also informs agency management, monthly or as needed, on the status of the financial statement. Meets Agency Standards for timeliness and accuracy.

Date: mm/dd/yyyy

PRIMARY RESPONSIBILITIES AND DUTIES

Accounting:

- Enters commission checks, return premium checks, customer payment checks, and other payments in the automation system.
- Maintains an accounts receivable balance of less than 10% monthly.
- Administers and conducts the Month End Closing Process and accurately prepares Month End Reports for management, maintaining a clean Subsidiary Ledger.
- Reconciles all cash receipts, bank statements, and other accounts monthly.
- Prepares all bank deposits and inter-account bank transfers, as directed by management.
- Reconciles Direct Bill Company statements with automated system reports via automated system.
- Receives and renews all incoming invoices and prepares and mails payment checks, coding invoices accurately to the General Ledger, and keeping payables up to date.
- Works with insureds to resolve payment problems and to ensure low level accounts receivables.

Other Duties and Responsibilities:

- Performs other accounting responsibilities, as requested or assigned by management.
- Performs other miscellaneous duties, as assigned or requested by agency management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- High School education, computer processing skills, general accounting and bookkeeping training, record keeping practices and training, or related job experience of greater than two years in a similar position.
- Ability to perform mathematical calculations accurately, including percentages, fractions, decimals, and simple mathematical formulae.
- Ability to solve practical problems and follow written, verbal or other instructions with several concrete variables.
- Attention to detail and the ability to organize complex information neatly and accurately.
- Ability to compose original correspondence, write reports, have effective interaction with people, and to communicate ideas and receive and process information from others.
- Ability to learn a systematic approach to accounting and to follow the approach without direction to maintain the integrity of the financial data of the agency.
- Ability to perform light physical work, 80% sedentary in nature, exerting up to 10lbs of force frequently, and up to 20 lbs of force periodically. Activities include repetitive keyboard fingering, grasping, lifting, shifting of paper, reaching, bending, stooping, and crouching.
- Ability to operate computer equipment, business equipment and other general office equipment, including telephones and fax machines.
- Requires the ability to talk, to express and exchange ideas by means of the spoken word, to convey detailed or important spoken instructions to clients and other accurately and quickly.

Working Conditions:

- High-pressured, fast-paced environment with significant telephone and personal disruption. Large number of multiple steps in complex system performed with accuracy and speed is essential to the successful completion of tasks.
- This job description is intended to describe the level of work required by the person performing the work of the positions and physical requirements normal to the position. Principal duties outlined are the essential responsibilities and duties and other duties may be assigned as needs arise or as required to support principal duties.
- This description is not intended as a contract and is subject to change and revision as needs arise. Any written contractual agreements will supersede this job description. All requirements may be modified reasonably to accommodate physically or mentally challenged staff members.