

Position Description

Position Title: Accounting Specialist

Date: January 23, 2024

Department: Accounting

Reports to: Controller

Position Location: Onsite during training and then Hybrid

Position Classification: Hourly, Non-Exempt

JOB SUMMARY

The primary responsibilities of this position include but are not limited to:

Oversee or assist several financial reporting, treasury, and cash management. These tasks may include the following: monthly financial reporting in areas of accounts payable, accounts receivable, cash reconciliation, and general ledger entries, maintaining annual regulatory filings for Federal and State agencies and responsible for the timely distribution of financial disclosure reports to Federal, State and City; ensuring adequate internal controls of financial reporting, documenting processes and procedures for ISO9001 requirements and oversee the scheduling, coordination and follow up with various departments of the financial documentation used to prepare financial reports. All job duties require compliance with departmental or MedBen turnaround times and the application of quality services and process as defined by MedBen.

SPECIFIC DUTIES

- Setup new bank accounts/settings and maintain business online banking matrix for internal and external clients.
- State and federal regulatory filings and other compliance reporting for the states in which we are licensed.
- Maintains multi-company investment database and reconciliations.
- Maintains monthly fixed asset and prepaid asset reconciliation.
- Premium tax returns preparation and filings.
- Assist with monthly general ledger entries.
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- Prepare Form 5500 schedules.
- Accounts payable data entry for all companies and process payments for signatures
- Assist with provider 1099 preparation and distribution.
- Prepare and review work instructions in accordance with ISO9001 requirements, as needed.
- Other duties as assigned.

PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Intermediate-level computer experience including Microsoft Office, Word, Excel, Outlook, and Teams programs preferred.
- Minimum two+ years of financial accounting experience with knowledge of GAAP
- Industry experience is strongly preferred (HealthCare, Insurance, Life and Health).
- Bachelor's degree in accounting is a plus.
- Independent worker
- Notary or willingness to obtain notary license.
- Excellent research, reporting, and problem-solving skills
- Ability to manage multiple competing priorities.
- Excellent communication and organization skills
- Professional and effective verbal, written, and interpersonal communication skills
- Effective time management, analytical and organization skills

SCHEDULE

Individual team member schedules vary to cover department hours of 7 am – 5 pm Monday – Friday. Due to high volume business need, this department has vacation blackout periods during January - February.

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If you have any questions regarding a specific job position or completing the [MedBen Employment Application](#), please contact MedBen Human Resources Manager Jill Evans at (740) 522-7382 or medbenhr@medben.com.

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