

Position Description

Position Title: Accounting Specialist I **Date:** March 2025
Department: Accounting **Reports to:** Controller
Position Location: Onsite
Position Classification: Hourly, Non-Exempt



JOB SUMMARY

The primary responsibilities of this position include but are not limited to: tasks associated with accounts payable function, financial reporting, treasury, and cash management. 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

- Assist with monthly general ledger entries and reconciliations
- Setup new bank accounts/settings, maintain business online banking matrix for internal and external clients, and submit onsite deposits
- Complete tasks associated with address corrections, check tracers, refunds
- Perform accounts payable data entry for all companies and process payments for signatures
- Complete scanning and indexing for Accounting department
- Prepare and review work instructions in accordance with ISO9001 requirements, as needed
- Assist with provider 1099 preparation and distribution
- Assist with Form 5500 schedules and preparation of premium tax returns
- Assist with monthly reconciliations as assigned
- Other duties as assigned

PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Intermediate-level computer experience, including Microsoft Office, Word, Excel, Outlook, and Teams programs
- Financial accounting experience preferred
- Industry experience in Healthcare, Insurance, Life, and Health is preferred
- Bachelor's degree in accounting or business-related field is a plus but not required
- Excellent communication, organization, and time management skills
- Ability to manage multiple competing priorities, meet deadlines, and work independently
- Professional and effective verbal, written, and interpersonal communication 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.

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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