



Office Accountant and Benefits Coordinator

Who You Are:

Join our team! Community Insurance Agency is looking for an accountant/bookkeeper with experience working between multiple offices. This individual will demonstrate good organization and time management skills with attention to detail. The new candidate will work with other staff to manage customer billing accounts and will monitor agency transactions for reporting to management. Ability to work in an office setting with small employee groups and balance multiple responsibilities is a must.

The accountant/bookkeeping position oversees all agency transactions and assembles month end reports for management and board review. This position is vital to the efficient operation of the agency. You'll manage all income and expense accounts and process bi-weekly payroll for agency staff. You will effectively communicate with other agents about invoicing/billing, balances due, or payments received. You will communicate with insurance carriers and track all payments made to the agency or payments due to the companies. The accountant is responsible for paying monthly bills and keeping agency vendor accounts current.

Who We Are:

Community Insurance Agency was established in 1963 as a multi-line independent insurance agency. Commercial, personal, life and crop insurance products are sold by the agency with over ten Property/Casualty companies represented and four crop insurance companies. We have offices in four communities: Coon Rapids, Audubon, Glidden and Jefferson. We work hard to maintain established customer relationships and offer exceptional service. The insurance industry is confusing to many and we pride ourselves on being able to help customers make informed decisions about their insurance needs. We offer flexibility for employees to maintain a healthy work/family balance. Community Insurance Agency is proud to be family owned.

DUTIES AND RESPONSIBILITIES AND EXPECTATIONS

- Familiarize herself/himself with existing agency accounts and billing methods
- Make all entries for agency transactions
- Maintain a clean workspace with attention to detail and organization
- Work with all agency personnel to identify agency transactions and generate billing invoices
- Generate reports for management and board of directors review
- Process bi-weekly payroll
- Answer customer and agent questions about billing accounts
- Collect agency statements from all insurance companies
- Ability to work in an office setting at a computer screen for 7 to 8 hours per day
- Manage relationships with co-workers to provide a positive work environment
- Good telephone answering skills and etiquette
- Monitor agency bank balances and reconcile bank statements
- Self motivated and outgoing
- Ability to understand insurance policies and pass exams for state insurance licensing
- Coordinate employee paperwork for agency benefits programs and communicate with benefits providers
- Other duties as assigned

QUALIFICATIONS

- Bachelor's or associate degree preferred, but not required with adequate work experience
- Three to five years work experience in a similar position
- Efficient with Quickbooks software and Microsoft Office products
- Excellent communication and interpersonal skills
- Highly organized with the ability to work effectively on multiple accounts at the same time and the ability to work both independently and as a team player

PREFERRED QUALIFICATIONS

- Licensing as certified public accountant
- Prior knowledge or experience with human resources and benefits
- Prior experience in the insurance industry

WORKSITE

- This position worksite will be located full-time within Community Insurance Agency's office in Coon Rapids, IA

SEND RESUMES OR INQUIRIES TO:

Community Insurance Agency
c/o Chris Eddy
PO Box 147
Coon Rapids, IA 50058
(712) 999-2288
chris.eddy@commins.net