

JOB ANNOUNCEMENT

Posting Date: 01/11/2023
Position: Accounting Specialist
Supervisor: Manager, Accounting
Location: Nashville, TN

Job Summary:

The Accounting Specialist will be responsible to provide accounting support to major financial accounting areas, including accounts payable, accounts receivable, and general ledger accounting. Work is performed under minimal supervision and in accordance with established procedures.

Primary Job Responsibilities:

1. Enter vouchers into PeopleSoft AP (GL coding, 1099 expenses, and approvals are crucial) then complete the payment process on a weekly basis or as requested by Sr. Management for DDTN and Smile 180, including all credit card statements, manual payment processing, and monthly commissions.
2. Set-up Accounts Payable vendors including their banking information for EFT payments, as well as 1099 information.
3. Responsible for posting premium deposits (lockbox and live checks) accurately within PeopleSoft AR, and according to the AR Policy timeframe of 48 hours.
4. Reconcile on a daily basis the 'paid' and 'issued' files from the bank compared to the daily updates shown in ETS. Management should be notified immediately of any discrepancies found.
5. Track the daily checks/EFTs per bank account and submit to management on a weekly basis a report confirming claim costs (Report - Weekly Paid Claims). Run banking reports out of Accounting Knowledge to verify claims paid.
6. Responsible for reviewing Customer Service department requests on a daily basis. Any request should be completed as quickly as possible. Follow-up communication is required when the request has been completed.
7. Responsible for overseeing the Stale Date Reissue process. This requires researching the claim check when a stale date letter is received from the payee of the claim check requesting it be reissued. This is determined by reviewing ETS and the bank's website. If the claim check is still outstanding, a request can be made to Client Services to 'reissue' the check.
8. Cash receipt deposits, paid vouchers, and check registers should be scanned into Laserfiche (electronic filing system) on a weekly basis.
9. Assist with billing questions when groups call in regarding their bill and checking on payments.

10. Scan claim refund checks, stale date letters and reissued claim payments and email client services with the batch number, number of documents and pages.
11. AFA's- Check to make see if Agent/Broker are set up in the system for commissions/EFT's, then give the information to underwriting so that the commissions process can be completed.
12. Assist Management as needed.

Minimum Qualifications:

A high school diploma is required, but college courses in Accounting or an Associate degree from an Accredited College in the field of Accounting or Finance is preferred. A minimum of three (3) years of Accounts Payable or related work experience is required; less experience would be considered with an Associate degree.

Position requires specific qualities such as a strong work ethic, detail oriented, a professional attitude, and considered reliable. This candidate should possess strong organizational and time management skills and the ability to multi-task in order to maintain a high production level but meet high standards of accuracy. Effective oral and written communication is a must. The skill sets include proficiency in Excel and Word, 10-key by touch, and well-versed in accounting software, Oracle experience a plus.

Position requires adherence to department and corporate policies and procedures, serve internal and external customers and support the goal of other departments and the company.

Must have no disciplinary action within the past 12 months.

Disclaimer

This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.

If you are interested in this position and possess the qualifications required, please complete this form and an Employee Application Update (available from Human Resources) and **return both** to Shanda Tucker within 5 business days of the Posting Date.

Signature

Date

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.”

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.”

“We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.”