



<u>Job Title:</u>	Bookkeeper/Office Manager
<u>Department:</u>	Support
<u>Reports To:</u>	VP of Human Resources
<u>Revision Date:</u>	January 2012

Position Overview

This position assists with the financial affairs of the organization by managing accounts payable, accounts receivable, financial statement preparation and reporting, payroll, bank reconciliations and commission revenue. This position also includes office management and human resource administration from job postings to new hire orientation.

Duties and Responsibilities

ACCOUNTING/AUDIT

- Collect and post accounts receivable
- Monthly billing for FSA/COBRA and Benefits Advisor Network
- Pay and post accounts payable
- Balance and reconcile multiple bank accounts monthly
- Coordinate cash deposits and transfers
- Track monthly Payroll revenue
- Prepare GAAP financial statements for multiple entities
- Audit split funded checks
- Assist with annual budgeting process
- Assist with budget to actual analysis
- Book monthly adjusting journal entries
- Perform month end closing of the books
- Track fixed assets and related depreciation
- Expense control enforcement
- Tax work preparation (CAT, Sales, Use)

COMMISSION REVENUE

- Work intimately with Access database to calculate commission splits
- Data mine electronic records to extract various reports
- Verify accuracy of carrier commission calculations and conformity with compensation agreements

PAYROLL COMMISSIONS

- Calculate new and residual commissions by producer
- Maintain spreadsheet tracking quarterly payments of referred business commissions

HR and PERSONNEL

- Process payroll and journal entries based on Mangrove payroll reports
- Maintain personnel files on each employee with proper documentation
- Administer necessary tax and identification forms on behalf of employees
- Administer insurance and health care for eligible employees, including enrollment
- Compute employer match to 401(k) and HSA plans and process contributions
- Coordinate all HR administrative issues
- Track and coordinate vacation schedules and other PTO
- Coordinate fill-in schedules for receptionist
- Post open jobs
- Assist in interviewing
- New Hire orientation

OPERATIONS

- Oversee Company and individual licensing
- Assist with insurance renewals (BOP, E&O, CGL, and TPA)

Requirements

- Education - Bachelor's degree in business administration or accounting
- Experience - A minimum of two years' experience as an accountant, preferably public accounting

Other Skills/Competencies

- Honesty, integrity and candor
- Positive attitude and enthusiasm
- Professionalism and initiative
- Analytical skills and attention to detail
- Ability to meet deadlines with timeliness and accuracy
- Bank reconciliation experience
- Quickbooks Pro 2006
- Microsoft Office, including Excel, Word, PowerPoint, Access and Outlook
- Knowledge of 401(k) plans, HSAs, personnel tax and id forms
- Knowledge of professional licensing
- Knowledge of corporate licensing
- Ability to work independently and as part of a team
- Proven ability to take projects from start to finish
- Strong organizational skills and ability to multi-task

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, to fulfill the ongoing needs of the organization.