



JOB TITLE:	Staff Accountant
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REPORTS TO:	Accounting Supervisor
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DIRECT REPORTS:	None
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OVERVIEW:	<p>The Staff Accountant is responsible for handling all aspects of Accounts Payable. The ideal candidate possesses strong time management, analytical, interpersonal and communication skills, and exhibits a strong sense of urgency. The candidate will also be responsible for additional Accounting functions as described below.</p>
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RESPONSIBILITIES/DUTIES:	<ul style="list-style-type: none"> • Accounts payable <ul style="list-style-type: none"> ○ Matching, coding and posting invoices ○ Verify vendor accounts by reconciling monthly statements and transactions ○ Maintain spreadsheet of breakdown by carrier and account ○ Post payments in BCM checking and BCM One checking accounts ○ Post commission payroll for each agent in general ledger ○ Cut checks for BCM One, LLS, & Safe Horizon ○ Provide updated A/P aging reports to Revenue Assurance ○ Manage and maintain Concur bill-pay system • Cash <ul style="list-style-type: none"> ○ Daily cash report ○ Post deposits made in BCM checking account ○ Manually deposit checks and make copies to save as a digital record ○ Bank reconciliations for all accounts ○ Cash projections based on timing of A/P disbursements and A/R collections
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	<ul style="list-style-type: none"> ○ Disburse petty cash by recording entry and verifying documentation • Other <ul style="list-style-type: none"> ○ Preparation of monthly general ledger entries for review by Accounting Supervisor ○ Create tax reconciliation spreadsheet from RTC each month ○ Post monthly T&E and petty cash expenses ○ Maintain health insurance spreadsheet for employee monthly health expense ○ Regulatory data report ○ Expense analysis breakdown report ○ Issue purchase orders ○ Generate one-time invoices ○ Regular maintenance of detailed reconciliations of balance sheet accounts ○ Maintain fixed assets and associated depreciation schedules ○ Perform other accounting/financials tasks as needed
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REQUIRED SKILLS:	<ul style="list-style-type: none"> • Bachelor's Degree in Accounting, Finance or Business Administration • Minimum 2 years of experience in Accounting
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