

Staff Accountant - Part-time (24 Hours Per Week)

Bitner-Henry Insurance

Summary

Under the overall direction of the Agency Vice President, the Staff Account manages the day-to-day functions of accounting including payroll, accounts payable/receivable, asset management, cash management, and general ledger. In addition, the staff accountant will support financial reporting, tax preparation, audits, and licensing.

An in-depth understanding and ability to use agency technology is a key element of success in this role. Implementing strong internal controls and operating procedures will be an essential focus for this position.

Essential Responsibilities:

- Develops and maintains detailed knowledge of financial reporting systems including CRM and accounting systems.
- Recommends changes in methods or procedures to improve the accuracy and efficiency of outsourced payroll and benefits.
- Receives and verifies employee timesheet and other payroll records ensuring compliance with policies, procedures and legal requirements.
- Assists in compiling and analyzing financial information relating to compensation and commission statements.
- Contributes to the annual budget process performing analysis as assigned.
- Inputs journal entries in accordance with accounting standards.
- Performs month-end close procedures.
- Oversees banking management activities.
- Ensures that licensing is kept up to date.
- Complies with relevant tax authorities.
- Develops policies and procedures for control and coordination of accounting, auditing, budgets, taxes, and record retention.
- Develops departmental procedures for managing expenses.
- Handles confidential information appropriately.
- Performs special projects as directed by the Agency Vice President.

Role Qualifications

- Clear and concise communicator.
- Committed to continuous learning of industry best practices.
- Effective listener and conflict resolver.
- Manages multiple priorities to completion.

- Ability to research data, estimate costs, and identify solutions.

Skills and Experience

- Minimum of 5 – 7 years of for-profit accounting experience required.
- Strong skills and experience with enterprise (IT) systems.
- Experience with accounting at an insurance agency preferred.

Education

- Bachelor's degree in accounting, finance, or business required.

Company

- In operation since 1938, Bitner-Henry Insurance has a specialized focus on the insurance needs of churches and non-profits. Embracing the philosophy that we are here, “to serve those who serve others,” the agency continues to successfully provide our neighbors, our community, businesses and organizations with tools to protect their fiscal interests. The agency retains the core values of conducting business with professionalism, integrity and caring.
- Please provide a resume and cover letter describing how your qualifications align with our job description to Darrin Coon, Human Resources, Bitner-Henry Insurance.