



## **Position: Full Charge Bookkeeper/ Reconciliation Specialist**

A small business in Chatsworth is currently seeking a detail oriented dedicated fulltime Bookkeeper/ Reconciliation Specialist with exceptional reconciliation skills. Expert experience with Excel and QuickBooks is an absolute must.

### **Position Description**

Working under general supervision, this position is responsible for:

- Client's monthly premium reconciliation(s);
- Processing of company's bi-monthly payroll;
- Company's full cycle AR/AP
- Client banking, including: direct billing, bank deposits and paying client's premiums via ACH.

### **Responsibilities:**

1. Performs accurate, timely reconciliations of substantial billings/invoices between the organization, client and the health insurance carrier
2. Include accounts payable, cash reconciliations, general ledger input and adjustments, and various other analyses related to the cash flow and accounting of the company
3. Set-up of monthly monetary wiring instructions and verified receiving account status
4. Researches and analyzes financial variances as a result of premium reconciliation process and takes appropriate corrective action
5. Standardizes and documents most efficient reconciliation processes
6. Maintains accurate and organized paper and electronic files with supporting documents
7. Ensures data integrity by maintaining appropriate controls for audit verification
8. Monitors, ages in the monthly premium reconciliation process for financial reporting
9. Keeps updated with the latest methodologies, procedures, and client-specific information
10. Coordinates premium reconciliation on a monthly basis to meet contractual or other specified deadlines
11. Interfaces with internal staff to resolve system issues affecting premium reconciliation process and time table
12. Processing BSC bi-weekly payroll
13. Other duties as assigned or requested

### **Qualifications:**

- Minimum 5 years experience as a full charge bookkeeper with financial reconciliations in an analytical role. Preferably, prior experience in financial analysis, in a health or commercial insurance environment

- Strong proficiency in Microsoft Excel; must be able to manipulate and create Excel spreadsheets; including standardizing reports, utilizing filtering and formulas to generate desired results
- Strong proficiency in Microsoft Word
- Proven experience working with QuickBooks
- Experience processing payroll via payroll service provider
- Attention to detail, producing accurate and high-quality work
- Ability to meet deadlines and be able to thrive in a fast-paced, high demand work environment
- Strong written, verbal, and presentation communication skills
- Experience analyzing premium records and remittance payments received
- Ability to provide analysis support for premium adjustments to financial statements as needed
- Ability to comply with operating policies, procedures and rules is essential
- Must be able to use discretion and handle sensitive/confidential information
- Must be able to maintain regular and predictable attendance; the ability to work overtime as required
- Must maintain positive and cooperative communications and collaboration with all levels of employees, clients and customers