

Lawley

INSURANCE | EMPLOYEE BENEFITS

Senior Staff Accountant – Producer Payable

These are the *fundamental* components of the job:

- Coordinate and prepare a monthly 200+ associate & outside broker, multi state payroll, utilizing electronic banking
- Maintain and review a monthly 50+ associate, multi-state payroll, in ADP to ensure timely and accurate processing
- Process and maintain Producer Payable general ledger accounts
- Process monthly Producer production reports and distribute bi-monthly Producer receivables reports
- Reconcile monthly commission expenses for summary reporting to management
- Prepare journal entries during month end close, including over-rides on ongoing deals
- Perform daily/monthly compliance audits to ensure accuracy in the Applied system
- Prepare and e-file annual 1099 reporting for producers and vendors
- Produce varying reports for management as requested
- Maintain payroll guidelines by updating policies and procedures
- Maintain familiarity with invoicing process/reporting in Applied, Crystal, and Qlikview programs

Other *functions* of the job:

- Supervise and mentor temporary associates on internal projects as needed
- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- Bachelor's degree or equivalent experience
- Minimum of 3-5 years in a similar or related position
- Advanced MS Word and Excel proficiency are a must!
- Experience with ADP (EZ Labor) preferred
- Ability to be a senior "go to" person as well as lead others by assigning tasks for project planning and completion
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience



'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'

- Positive attitude and precise communication skills, even in a fast-paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly, efficiently, and exercise confidentiality

A bit about Lawley!

- We are not a call center environment
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family owned insurance broker (nearly 70 years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

Why Lawley?

- Competitive salary and referral bonuses!
- Expansive Benefits (Medical, Dental, Vision—and SO many more)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1st day!
- Company 401K contribution received starting Day 1 (for participants 21+ years old)
- Educational support, career development, and growth opportunities
- Job Security (we've never had a lay-off, even during the pandemic)
- Flexibility, including hybrid schedules! Business hours 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Unlimited Volunteer Time Off opportunities (so you can assist in serving our communities)
- Fulfilling opportunities that align with your career path and our business needs

The compensation range for this position takes many factors into consideration including but not limited to: years of experience/training, skill set, and licenses/designations. It is not typical for an individual to be hired near the top of the range for a position as circumstances and location can vary in every hiring situation. A reasonable estimate of the current range is \$71,706.08 to \$119,510.13.

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