

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Accounts Payable Specialist

### These are the *fundamental* components of the job:

- Process vendor payments in a timely and accurate manner while paying close attention to detail
- Track expenses on spreadsheets for management, partners and principals such as rent, telephone, Keyman / Other, interest, and hard advertising as well as IT expenses
- Maintain effective working relationships with agency personnel and vendors
- Process agency checks including all branches; ensure that the proper sales tax is charged
- Prepares monthly reports and resolve any questions or differences to the general ledger on Keyman / Other, interest, rent, telephone, and parking
- Maintain agency petty cash and follows up on miscellaneous receivables

### Other *functions* of the job:

- Serve as a backup for daily deposit of direct bill business and monthly employee expense reimbursements
- Expand and grow in your role when supporting miscellaneous duties as requested

### Skills / traits that we value for this role:

- Associates degree or equivalent experience
- Minimum of 3-5 years in a similar or related position
- General accounting and bookkeeping knowledge
- Ability to learn a systematic approach to accounting and to follow the approach without direction
- MS Word and Excel proficiency are a must! Experience with advanced Excel functions desired.
- 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
- Positive attitude, even in a fast-paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints



*'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.'*

## **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 1<sup>st</sup> 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 \$51,498.15 to \$85,830.25.

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