

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Employee Benefits Admin/Billing Analyst

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

- Responsible for Employee Benefits billing and transaction processing of applicable commissions and fees within the agency management system
- Answer any overflow of incoming phone calls, greeting and directing guests, order lunches, assist with mail flow, and manage supply inventory and ordering
- Work with benefit consultants and service teams to identify quality issues and ensure consistency of billing across product lines
- Process monthly direct bill and agency bill imports and work with Operations and Accounting to implement new direct bill imports, where possible
- Identify ways to streamline commissions and increase efficiencies, facilitate implementation of changes with Operations and Accounting

### Other *functions* of the job:

- Expand and grow in your role when supporting miscellaneous duties as requested

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

- College degree preferred, or commensurate experience
- Minimum of 2 years in a similar or related position
- Ability to learn a systematic approach to accounting and to follow the approach without direction
- MS Word and Excel proficiency are a must; Applied/EPIC experience is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- 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



### A bit about Lawley!

*'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.'*

- 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 (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 \$37,950.00 to \$63,250.00.

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