

Lawley

INSURANCE | EMPLOYEE BENEFITS

Accounts Receivable Specialist

This position is responsible for minimizing outstanding receivables and advances and maximizing the agency cash flow while monitoring the overall collection function and maintaining account retention.

These are the *fundamental* components of the job:

- Apply premium cash to accounts, set up payment plans, recommend financing options, resolve payment issues to ensure timely application
- Track and maintain collection arrangements, including unique payments, premium advances, write-offs, financing, guarantees until settled; initiate cancellations as directed
- Prepare and distribute daily and monthly reporting, including ePay, ACH and finance deposits; and perform daily bank reconciliations.
- Process daily deposits and investigate discrepancies; Identify and communicate payment items that require further guidance for accurate application
- Coordinate with clients and finance carriers to reconcile accounts, confirming invoice financing status and proper application of payments
- Track and allocate our contingency revenue; perform account reconciliations to the general ledger
- Maintain effective working relationships with agency personnel, clients and vendors and teammates seeking guidance

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:

- Bachelor's degree
- Minimum of 3-5 years in a similar or related position, Accounts Receivable experience a plus
- Collection experience a plus
- General accounting and bookkeeping knowledge
- Ability to learn and follow accounting process and procedures



'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.'

- Excel proficiency are a must! Experience with advanced Excel functions desired, as well as MS Suite. (Outlook, Word)
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a fast-paced environment
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints

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 (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 \$51,498.15 to \$85,830.25.

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