



# MPIUA JOB OPPORTUNITIES

**TITLE:** Accountant 1

**DEPARTMENT:** Finance

**DATE POSTED:** 2/27/15

**FLSA STATUS:** Exempt

This position reports to the Assistant Controller and does not supervise any other positions.

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## **OVERALL FUNCTION:**

This position is responsible for performing various monthly closing activities and reconciliations, maintaining daily banking activity for MPIUA and RIJRA, updating Producer information, and preparing timely company filings.

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## **JOB REQUIREMENTS:**

- A Bachelor's Degree in Accounting or a related discipline is required
  - Knowledge of Fundamental Accounting Theory
  - Excellent written and verbal communication skills
  - Strong interpersonal and organizational skills to be able to work independently and as a team player
  - Ability to multi-task and prioritize in order to meet all deadlines
  - Detail oriented with strong analytical and judgment skills
  - Proficient in MS Office applications, including Excel and Word
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## **RESPONSIBILITIES:**

1. Act as liaison between the Financial and Underwriting and Claims departments.
2. Miscellaneous journal entries for cash receipts and disbursements.
3. Monthly close of the AP/GL system.
4. Research and preparation of monthly reconciliations for miscellaneous accounts including receivables and payables.
5. Detection, research, and resolution recommendation for errors from the policy administration system as relate to the GL system.
6. Liaison between the Association and producers to include maintaining producer information, researching commission inquiries, and calculating backup withholding.
7. Responsible for banking transactions, including receiving daily activity and balances, stop payments and cancellation orders, deposits, check copies, and issuing replacement checks.
8. Responsible for activities involving collections of over 90 day receivables and research in areas of incorrect receivables, written premium or billing issues.
9. Receipt and deposit of counter cash. Reconciliation of counter cash account.
10. Preparation of periodic filings such as City of Boston Property Tax, IRS tax levy, and 1099 filings.
11. Maintain records for escheat liability and filing with the state's Abandoned Property Division. Liaison between the Association and insureds, Claims Department, and Underwriting Department regarding unclaimed funds.
12. Preparation and reconciliation of accounts for annual audit.
13. All other duties and projects as assigned.

## **PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

Talking  
Fingering  
Hearing  
Repetitive Motions