



Open Position: Senior Accounting Assistant I

Location: Hybrid

Job Type: Full-Time

Starting Salary: \$60,700-\$91,400

Posted range is not a guarantee of any particular wage or salary ultimately offered to a candidate. Salary or wage range represents estimates based on typical candidates hired and that various factors may reflect the actual salary or wage offered.

Massachusetts Property Insurance Underwriting Association is looking for a Senior Accounting Assistant I to join our Financial department. This position reports to the Accounting Supervisor and has no supervisory responsibilities.

This position oversees daily policy cash operations, encompassing receipts balancing, reconciliation, error identification and correction, NSF reversals, and GL correcting entries. This position also partakes in a weekly job rotation within the financial department team.

JOB REQUIREMENTS:

This position requires a high school diploma, some college work in accounting is preferred. This position requires proficiency in the operation of a computer and Microsoft Office applications, including Excel and Word. This position also requires good organizational and mathematical skills, a high regard for detail, and the ability to work independently. Strong verbal and written communication skills are needed to communicate with colleagues, clients and/or vendors and an ability to express ideas and concepts clearly is required. Must have a willingness to work as part of a team, sharing information and learning from colleagues. Strong analytical skills and a high level of accuracy and attention to detail are crucial.

- Perform daily reconciliation of in-house reports to bank lockbox reports, including identification and correction of discrepancies.
- Monitor, research, and correct daily policy cash errors across InvoiceCloud, Citizens bank, and in-house receipt channels.
- Process NSF reversals and cash misapplication corrections on policy accounts.
- Apply return commission payments.
- Identify commission receivables over 90 days, prepare and issue letters to collect payment, and manage producer's accounts.
- Apply funds received from collection agency to applicable policy records.
- Process claim payment voids through workflows and follow up on outstanding requests

as needed.

- Process voids of unclaimed property claim records remitted to state agencies upon request.
- Participate in weekly job-sharing rotation for Citizens bank CDM items, lockbox correspondence, in-house payment application, and claims and return premium disbursements.
- Provide backup coverage for claims, return premium, and operating expense payment processing; review of the Pending Return Premium Vouchers with Open Invoices report (FI00250); and collections activities including write-off remittances and collection agency follow-up.
- All other duties and projects as assigned.

ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

To complete the essential functions of this position in a complete and timely fashion, the person must be able to:

- Must be able to remain in a stationary position 100% of the time.
- Needs to occasionally move about the office to access documents, office machinery, interact with team members, attend meetings, etc.
- Operate a computer and other office productivity equipment as needed to meet the requirements of this position.
- Read and create both physical and electronic documents.
- Effectively communicate with employees, customers, vendors, and other internal and/or external business partners on the telephone, in writing and in person.
- Think analytically, concentrate on assigned tasks, observe, and remember detail, and make decisions sufficient to meet the requirements of this position.
- Ability to travel as needed to meet the requirements of this position.

We offer an excellent benefits package, a matching 401(k) program, pension program, and we are conveniently located in Government Center.

For more information about Massachusetts Property Insurance, please visit our website at www.mpiua.com. Interested applicants should send resumes via e-mail.

We are an Equal Opportunity Employer. The Association will give fair and equal consideration to all applicants regardless of race, color, religion, sex, marital status, parental status, national origin, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy-related conditions, military service, veteran status, age, disability, genetic information, natural or protective hairstyle, prior psychiatric treatment, use of family and medical leave, or any other characteristic protected by relevant federal, state and local laws, except where a good faith occupational qualification applies.