

## **Firm Overview**

Borislow Insurance (BI) is a leading employee benefits brokerage and consulting firm. For 40 years, we have served clients across a wide variety of industries and geographic areas. We are strategic advisors featuring multiple subject matter expert practices that are integrated as one team to deliver our unique value proposition to our clients. Our team's deep knowledge and experience is central to our ability to lead our clients in bringing them innovative solutions to their complex challenges. We are passionately committed to building long-term client relationships based on the highest levels of integrity, superior service, and exemplary performance – all done with a true sense of urgency and a personal touch. At a time of great uncertainty, change, and opportunity in the healthcare and insurance industry, BI remains among the fastest growing and most respected employee benefits agencies both locally and nationally.

The firm is looking for a "hands-on" Senior Accountant to prepare and manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets. To be successful in this role, you should have previous experience as a Senior Accountant and a flair for detail.

## **Primary Function:**

The senior accountant will report to the VP, Operations and will be responsible for Accounting Services. The Accounting Services role includes day to day accounting functions as well as the preparation, analysis and reporting of financial results. Functional responsibility includes monthly closing account reconciliations as well as Payroll, Accounts Payable, Accounts Receivable, assists with reporting and the preparation of external reports and tax filings as well as assuring that internal controls and compliance are maintained.

The qualified candidate must have knowledge in finances to include the following:

- Financial accounting, including internal controls
- Accounts payable and accounts receivable
- Monthly/annual financial close (banking reconciliation and distributions)
- Payroll
- Commissions reconciliation and payment
- Client membership reporting
- Trust banking (reconciliation, refunds, ACH, carrier payments, etc.)
- Coordinating and preparing internal and external financial statements
- Provides leadership with information vital to the decision-making process
- In conjunction with Executive Leadership team, coordinates the budget and financial forecasting process
- Collaborative oversight of our banking relationships, including compliance of financial policies and regulations
- Key vendor contract management
- 401k Plan administration
- Assist with budgeting and forecasting

- Treasury accounting
- 1099 reporting
- Intercompany reconciliations
- Process expense reports
- Liaison with executive leadership team, investor partner, auditors, tax advisors, banks, broker partners, insurance carriers, HR advisor, etc.
- Employee is responsible for adherence to all expectations of our E&O policy

## **Requirements**

- Work experience as a Senior Accountant
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Advanced experience with QuickBooks and Payroll Vendor
- Advanced MS Excel skills
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BSc in Accounting, Finance, or relevant degree
- Additional certification (CPA or CMA) is a plus
- Job Type: Full-time