

Firm Overview

Borislow Insurance (BI) is a leading employee benefits brokerage and consulting firm. For 39 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 currently seeking an Accountant to join the Borislow Insurance team to join our Operations Team.

Primary Function:

The accountant will report to the Director, 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:

- Monthly closing, journal entries and account reconciliation
- Manages Accounts Receivable and Accounts Payable
- Assist with audits and documentation
- Prepare monthly reports and analysis
- Intercompany reconciliations
- Payroll preparation and submission
- Process expense reports
- Ensure company compliance with our internal controls
- Development of financial and statistical information
- Assist with commissions posting, assigning of Payable & Receivable rules for splits in CRM
- Assist with quarterly commission audits
- Assist with managing receivable rules in CRM
- Assist with maintenance and review of internal policies and procedures manual, including writing policies and procedures for their own duties
- Assist with maintaining record retention per policies and procedures
- Employee is responsible for adherence to all expectations of our E&O Plus Quality Management Program

Requirements

- Must have a strong understanding of generally accepted accounting principles

- Excellent written & verbal communication skills in addition to interpersonal skills
- Ability to present financial reporting
- Effective organizational skills
- Driven, self-started, team-oriented individual
- Strong attention to detail and accuracy
- Strong financial acumen, analytical and mathematical skills
- Willingness to embrace/adopt innovative technology

Experience

- BS/BA Degree
- 2+ years' experience in accounting/financial role
- Proficient in Microsoft Office products and various software packages