

Lawley

INSURANCE | EMPLOYEE BENEFITS

Accounts Payable Specialist

Position Focus:

- Process vendor payments in a timely and accurate manner while paying close attention to detail
- Track expenses on spreadsheets for management, partners and principals such as rent, telephone, Keyman / Other, interest, and hard advertising as well as IT expenses
- Maintain effective working relationships with agency personnel and vendors
- Process agency checks including all branches; ensure that the proper sales tax is charged
- Prepares monthly reports and resolve any questions or differences to the general ledger on Keyman / Other, interest, rent, telephone, and parking
- Maintain agency petty cash and follows up on miscellaneous receivables
- Serve as a backup for daily deposit of direct bill business and monthly employee expense reimbursements
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates ideally possess:

- Associates degree or equivalent experience
- Minimum of 3-5 years in a similar or related position
- General accounting and bookkeeping knowledge
- Ability to learn a systematic approach to accounting and to follow the approach without direction
- MS Word and Excel proficiency are a must! Experience with advanced Excel functions desired.
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Competitive salary, referral bonuses **AND** an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.