

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Billing Analyst

Position Focus:

- Responsible for Employee Benefits billing and transaction processing of applicable commissions and fees within the agency management system
- Audit and investigate producer and carrier commission splits for accuracy and resolve discrepancies
- Prepare monthly agency bills, where applicable
- Work with benefit consultants and service teams to identify quality issues and ensure consistency of billing across product lines
- Perform audit procedures and identify any discrepancies, work with carriers and vendors to correct errors
- Process direct bill imports monthly and work with Operations and Accounting to implement new direct bill imports, where possible
- Identify ways to streamline commissions and increase efficiencies, facilitate implementation of changes with Operations and Accounting
- Interface with Accounting to ensure operational success
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- College degree preferred, or commensurate experience
- Minimum of 2 years in a similar or related position
- Ability to learn a systematic approach to accounting and to follow the approach without direction
- MS Word and Excel proficiency are a must; Applied/EPIC experience is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- 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!*

- Educational and growth opportunities
- Competitive salary, referral bonuses **AND** 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.