

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Senior Staff Accountant – Producer Payable

### Position Focus:

- Coordinate and prepare a monthly 200+ associate & outside broker, multi state payroll, utilizing electronic banking
- Maintain and review a monthly 50+ associate, multi-state payroll, in ADP to ensure timely and accurate processing
- Process and maintain Producer Payable general ledger accounts
- Process monthly Producer production reports and distribute bi-monthly Producer receivables reports
- Reconcile monthly commission expenses for summary reporting to management
- Prepare journal entries during month end close, including over-rides on ongoing deals
- Perform daily/monthly compliance audits to ensure accuracy in the Applied system
- Prepare and e-file annual 1099 reporting for producers and vendors
- Produce varying reports for management as requested
- Maintain payroll guidelines by updating policies and procedures
- Maintain familiarity with invoicing process/reporting in Applied, Crystal, and Qlikview programs
- Supervise and mentor temporary associates on internal projects as needed
- Support all Lawley initiatives guided by company values, sales culture, business needs, and scorecard as requested

### Successful candidates possess:

- Bachelor's degree or equivalent experience
- Minimum of 3-5 years in a similar or related position
- Advanced MS Word and Excel proficiency are a must!
- Experience with ADP (EZ Labor) preferred
- Ability to be a senior "go to" person as well as lead others by assigning tasks for project planning and completion
- 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 and precise communication skills, even in a fast-paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly, efficiently, and exercise confidentiality

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

- Competitive salary AND referral bonuses
- 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
- Work hard, play hard!!!



*Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.*