First Financial Group of America
First in Service and Expertise

Job Description

Job Title: **Carrier Bill Reconciliation Specialist**
Reports to: **Processing Manager**
Location: **Corporate Office (Houston, TX)**

Position Description

The Carrier Bill Reconciliation Specialist is responsible for daily loading of bank electronic check files and multiple TPA receivable and payables. Will review, research and monitor bank account activity under the direction of the department manager. Compiles school/carrier checks/refund checks through remote deposit into TPA Trust account. Loads bank electronic cleared check files on a daily basis into proprietary billing system. Maintains voided checks procedures per department guidelines. On-going research of transaction discrepancies and business transaction data up-to-date. Applies accepted general accounting procedures. Reviews notices from Bank and researches transaction errors.

Qualifications:

- High School Diploma or GED
- Knowledgeable and proficient in Microsoft Suite (Word, Excel, Dynamics CRM)
- Two (2) years accounting/bank reconciliation experience
- Knowledge of basic accounting principles and carrier billing cycles
- One (1) year general ledger experience

Preferred Qualifications

- An Associate's or Bachelor's Degree in Business Administration, Finance, Accounting or related field may be substituted for the experience requirements
- Knowledge of general benefit plan terminology highly preferred
- Knowledge of the K-12 market benefits highly preferred

Knowledge, Skills and Abilities

- Time management and organization skills
- Computer proficiency
- Ability to present to small groups.
- Strong sense of urgency
- Strong interpersonal skills; diplomatic and tactful