

## Job Posting

**Job Title:** Commissions Specialist  
**Reports to:** Commissions Manager  
**Location:** Houston, TX Office (FFC)

### Position Description

As a key member of the Accounting and Commissions team, the Commissions Specialist is responsible for the preparation, review, and distribution of weekly, bi-weekly and monthly accounting reports for commissions. The position will work with both internal and external customers, ensuring reporting and pay deadlines are achieved. This will include in-house agents, outside agents, brokers and various carriers. The role will research agent/broker inquiries to resolve disputed commission payments. During certain times of the year, the Commissions Specialist will research and prepare commission statements for outside auditors. This position requires confidentiality, analytical thinking, complex problem solving, as well as the ability to interact collaboratively with agents, brokers, carriers and all levels of management.

### Qualifications:

- *Two (2) years of reconciliation experience and/or accounting/commission administration or accounts payable/receivable experience.*
- *Two (2) years of customer service or general accounting and/or insurance billing experience*
- *High School Diploma or GED*
- *Knowledgeable and proficient in Microsoft Suite (Word, Excel, PowerPoint, Adobe, Publisher)*

### Skills:

- *Proven oral and written communications skills through work*
- *Proficiency with numbers and basics of accounting*
- *Ability to handle multiple priorities in a fast-paced work environment*
- *Must be team oriented and willing to help others in and out of the department*
- *Adaptability to change as well as the ability to grasp new concepts and processes including technology*

### Preferred Qualifications:

- *Two (2) years of experience administering sales commissions, payments and reporting*
- *Experience with billing systems and/or benefits management systems*
- *Understanding of Microsoft Dynamics CRM*

**Must be able to obtain and maintain security clearances and successfully pass a thorough background check.**

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