

Accounting Client Associate

Professional Benefit Administrators leads with one guiding principle, to provide exceptional benefit administration for self-funded health plans. Brokers who choose to partner with PBA will benefit from an ally who values cost containment, flexibility, responsiveness, member advocacy, transparency, and results. PBA collectively aligns through the organization's core values of:

- Work together and respect each other
- Be dedicated to the customer
- Be accountable and do what you say
- Take initiative and be willing to learn Strive for continuous improvement
- Generate positive energy

Overview:

PBA's Accounting Client Associate will be responsible for preparing client billings, processing daily check cycles, managing and maintaining accurate records, ensuring compliance and supporting accounting functions within the team. This position will require the individual to be flexible, detail-oriented, and handle additional responsibilities as they arise with success and accuracy. This individual will report to the Accounting Client and Billing Manager. Below is a more detailed overview of daily responsibilities and skills required for this position.

Responsibilities:

- Prepare client monthly billings
- Audit invoices and funding reports
- Process client check cycles
- Create and distribute clients funding requests to authorize check run cycles
- Process direct deposit and ACH transfers
- Routing of payments
- Maintain and improve accounting systems and processes
- QuickBooks posting
- Support the maintenance of general ledger, and ensure all financial transactions are accurately recorded
- Other duties as assigned

Accounting Client Associate

Requirements for this position:

- Bachelor's/Associates degree in Accounting, Finance, or a related field (preferred)
- 3–5 years of experience in financial accounting or a similar role
- Strong knowledge of accounting principles and financial reporting
- Proficiency in accounting software (QuickBooks)
- Excellent analytical and problem-solving skills
- High attention to detail and accuracy
- Strong organizational and time management abilities
- Effective communication and interpersonal skills
- Experience with prior claims system (Javelina preferred)
- Experience in third-party benefits administration preferred
- Knowledge of data analytics tools and Excel modeling

Compensation and Benefits

- PBA offers a comprehensive benefit package to include medical, dental, vision, life insurance, critical insurance, accident insurance, disability and 401k
- This role has a compensation range of \$25.00 to \$30.00 per hour based on prior experience and knowledge

Professional Benefit Administrators is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Professional Benefit Administrators affords equal employment opportunities to all employees and applicants and specifically prohibits any and all discrimination and harassment based on race, race-related traits, color, religion, national origin, ethnicity, ancestry, military status, sex, pregnancy, sexual orientation, gender identity, disability (mental or physical), age, marital status, citizenship status, unfavorable military discharge, genetic information, order of protection status, and any other protected status under federal, state, and local law. Professional Benefit Administrators conform to the spirit and letter of all applicable laws and regulations.