

Staff Accountant 1- Corporate Accounting

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 and strive for continuous improvement
- Generate positive energy.

Overview:

The Staff Accountant 1 is responsible for managing premium payments, billing accuracy, and financial recordkeeping while supporting client onboarding and ongoing relationships with clients, brokers, carriers, and vendors. This role performs monthly reconciliations and billing reviews, maintains accurate postings in QuickBooks, supports ACH setup and client outreach, and serves as a key resource for resolving payment, rate, and fee inquiries. The position also provides shared or backup support for accounts payable and refunds and plays an active role in new group implementations to ensure accurate system setup and smooth financial operations. This individual will report to the Accounting Manager- Corporate Accounting. Below is a more detailed overview of daily responsibilities and skills required for this position.

Responsibilities:

Premium Payment Processing & Commissions

- Process client premium payments accurately and on time.
- Calculate and issue commission checks to brokers and applicable parties.
- Research and resolve discrepancies related to premiums or commissions.

Billing & Billing Oversight

- Perform monthly billing audits and reviews to ensure accuracy and compliance.
- Address billing errors, rate issues, and fee inquiries.
- Coordinate corrections with internal teams, clients, brokers, and carriers as needed.

Client, Vendor, and Partner Communication

- Serve as a primary point of contact for clients, brokers, carriers, and vendors regarding billing and payment matters.
- Respond promptly to vendor inquiries related to missing payments, rates, and fees.
- Maintain professional and timely email and phone communication.

Client ACH Setup & Outreach

- Set up client ACH payment arrangements.

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- Conduct client outreach to obtain required banking information and authorization.
- Monitor ACH activity and resolve rejected or failed transactions.

Bank Reconciliations

- Perform monthly bank reconciliations for both client trust accounts and corporate accounts.
- Investigate and resolve variances between bank statements and accounting records.

Accounting System Management

- Record and maintain accurate financial transactions in QuickBooks.
- Ensure proper coding and documentation of entries in accordance with accounting standards and company policies.

Accounts Payable (Shared/Backup Responsibilities)

- Assist with accounts payable processing as a backup or shared responsibility.
- Verify invoices, obtain necessary approvals, and ensure timely payments.

Refund Processing (Shared/Backup Responsibilities)

- Process client and vendor refunds accurately and in compliance with internal guidelines.
- Provide backup support for refund-related inquiries and documentation.

New Group Implementation

- Participate in client-facing meetings during new group onboarding.
- Set up new clients across all applicable systems and accounts.
- Coordinate with internal teams to ensure a smooth implementation and accurate billing setup.

Other duties as assigned

Requirements for this position:

- Bachelor's/Associates degree in Accounting, Finance, or a related field (preferred)
- 3–4 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
- Knowledge of data analytics tools and Excel modeling

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Location Expectations

- This role requires the employee to be on site 1 day a week at our Oak Brook office (may require additional dates with advance notice)

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 \$50,000-\$60,000 per year 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.