

Staff Accountant

American Freedom Insurance Company (AFIC) is a leader in the nonstandard automobile insurance industry. We are an expanding midsized, profitable company doing business in Illinois, Indiana, Pennsylvania, Tennessee and soon Texas. We are looking for a dedicated candidate to contribute their skills in a fast-paced and growing organization. AFIC is a financially strong "A+" Superior rated insurance company by A.M. Best. This position is located in Mt Prospect – A northwest suburb of Chicago.

Key Responsibilities include:

- Prepare various accounting and financial reports
- Preparation of bank reconciliations and other general ledger account reconciliations
- Responsible for generating, reviewing, and sending out monthly billing statements
- Utilize accounting software to prepare checks and analyze vendor accounts
- Answer and respond to calls and emails from agents regarding accounting matters
- Communicate monies due and collect payments
- Enter invoices, review aging summaries for outstanding balances
- Apply payments to invoices and enter deposits
- Communicate with management and appropriate parties
- Accounts Receivable (including Collections), Accounts Payable
- Organize agent ACH sweeps and Policy EFT payments; reconcile and close all payment batches
- Analyze and review cancelled policies to write-off bad debt balances
- Ensure all processes are compliant with company policies and procedures
- Ensure month end tasks are completed on time
- Represent company professionally and consistent with corporate policy
- Projects as assigned

Qualifications:

- Bachelor's degree with concentration in Accounting
- 2 or more years of accounting experience
- Insurance experience a plus
- Proficiency in MS Office products and advanced knowledge of MS Excel is required
- Familiarity with QuickBooks is important
- Advanced thinking skills, a strong work ethic, and a knack for innovative solutions
- Excellent communication skills to interact with management, coworkers, vendors and agents
- Exceptional attention to details
- Strong organizational and stress management skills
- Ability to work with little to no supervision

The Position:

- Competitive Salary
- Regular Full Time (40hrs per week) 8am-5pm Monday-Friday
- 401K - with company contribution of up to 4% of salary
- Attractive Health Insurance Plan -- United Healthcare HSA, PPO, or HMO
- Discounted Individual Vision and Dental Plans
- Paid Training
- Vacation & Holiday Pay
- Employee Referral Program
- Casual Work Environment
- Frequent Company Paid Lunches and more

For more information about American Freedom please visit our webpage - www.americanfreedomins.com