

**NC Rate Bureau-NC Reinsurance Facility-**  
**NC Insurance Guaranty Association**  
**Senior, Accounting Specialist, NCIGA & Payroll**

**Position Summary:**

Under limited supervision, performs a variety of routine accounting activities in keeping with standard procedures. This position supports the accounting process, including data and 10-key entry, filing and scanning documentation, data retrieval, processing and issuing payments, recording and depositing receipts, account balance monitoring, outstanding balance collections, account reconciliations, generating monthly, quarterly, and annual reports and other ad hoc reporting, and maintaining accurate records and financial ledgers. This position performs duties as outlined in the Accounting Specialist position description as necessary. Frequently interacts with peers in all departments to resolve both routine issues and more complicated problems. Requires high standards of maintaining the security and confidentiality of sensitive information, including its access and distribution. Also interacts with external parties, such as auditors on an annual basis, member companies, bank representatives and other parties as needed. Typically consults with accounting manager to facilitate workflow within the department. May recommend changes or enhancements to policies, procedures, or software within area of responsibility and/or work with Accounting Manager, Information Technology department, and/or applicable internal department to implement and test.

**Duties & Responsibilities**

**Accounting Function**

- Maintains updated accounting records, generates financial reports, and prepares accurate and timely entries to the general and applicable sub-ledgers to produce monthly closing package.
- Performs reconciliations for bank and investment accounts, reviewing for errors and/or discrepancies and resolving via communication with applicable bank or investment representative, or co-Accounting Specialist.
- Prepares accurate, timely and meaningful account reconciliations and reports; provides necessary documentation to substantiate reconciliations.
- Generates bills and records all receipts and prepares bank deposits; conducts necessary research to ensure receipts are applied to the correct company and receipt type.

*The Organizations are equal opportunity employers dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. Applicants are considered for all positions without regard to race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, or related medical condition), gender (including gender identity and expression), sexual orientation, citizenship/alienage status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), arrest or conviction record, or any other status or protected characteristic protected by law. In addition, this Organization does not discriminate on the basis of physical or mental disability where the essential functions of the job, as reasonably accommodated, do not require such distinction.*

- Actively monitors accounts receivable balances and thoroughly follows up on outstanding balances with the appropriate company personnel according to established organization procedures.

### **Accounting Function - Payroll**

- Interfaces with Human Resources to process semi-monthly payroll.
- Reviews and verifies attendance records.
- Enters and reviews pay, tax, attendance, and benefit data, and ensures data entered in online Human Resources website is imported correctly into payroll software.

### **Communications**

- Provides cross-training, guidance, and support to primary Accounting Specialist backup; may provide training to other Accounting Specialists on pertinent tasks that must be completed on a daily or frequent basis.

### **Department Interfacing/Collaboration**

- Interfaces with internal NCIGA department to process and reconcile receipts, disbursements, and record adjustments; shares data and records between NCIGA claims system and Finance accounting software; reviews shared data as needed for accuracy and completeness; assists member companies and agents with general financial transaction questions.

### **Job Knowledge**

- Maintains skills to serve as secondary Specialist to at least one other Accounting Specialist.

### **Issue Resolution/Customer Service**

- Resolves customer discrepancies and/or inquiries with member companies.
- Assists internal associates, including Chief Financial Officer, Accounting Manager and internal departments with NCIGA or payroll-related issues.

### **Process Documentation**

- Creates new and maintains updated existing process documentation for all areas of responsibility.

### **Professionalism**

- Faithfully and diligently fulfill the obligations of our Organizations as set forth in the statutes.
- Perform each task as efficiently as possible with absolute honesty and integrity.

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- Treat your fellow associates and those you serve on behalf of the Organizations with dignity and respect.
- Continually strive to improve the Organizations through the use of every associate's talents and creativity.
- Encourage participation and a sense of ownership from the members of our Organizations.
- Demonstrate fairness and consistency among all associates and encourage personal development.

### **Tax Reporting**

- Completes 1099, payroll and property tax reporting and ensures tax and other compliance throughout year, including: generating Form 1099s for claim payees, preparing data for annual Certificates of Contributions for member companies, processing associate tax withholding changes in payroll system, and ensuring multi-state unclaimed property compliance.

### **POSITION SPECIFIC COMPETENCIES:**

#### **Accountability**

- Has the capacity to make reasonable judgments based on facts presented.
- Accepts responsibility for decisions, irrespective of outcomes.

#### **Communication**

- Effective, timely, and clear oral and written communications and issue resolution with all levels, internally and externally.

#### **Initiative**

- Starts projects without prompting, attempts non-routine jobs and tasks.
- Looks for ways to improve and foster quality.
- Tackles problems and takes calculated risks.
- Recognizes and acts on opportunities.

#### **Quality of Work**

- Detailed, accurate, consistent, timely, and well organized; errors are minimal and are corrected promptly when discovered.

#### **Software Literate**

- MS Office Suite, Adobe Acrobat Pro, and some accounting software knowledge preferred; strong Excel skills required.
- Knowledge of applicable organizational software helpful.

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## **Primary Job Requirements:**

### **Education**

Bachelor's in Accounting Preferred or Associate's in Accounting and/or experience in the field required

### **Experience**

- 2 plus years accounting related experience, such as AP, AR, GL and/or payroll and associated tax compliance preferred.
- Knowledge of accounting terminology, principles and procedures required.
- Knowledge of some accounting software experience required.

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