

Insurance & Finance Administrator

Job Description:

Job Summary – Full-time Permanent (37.5 hours per week)

We are seeking a detail-oriented Insurance and Finance Administrator to join our team. In this vital role, your primary responsibility will be to manage the day-to-day bookkeeping functions with a small role in managing insurance policies for our membership. This position offers an exciting opportunity for someone who is reliable with strong organizational and time-management skills with the ability to multi-task and work independently.

Responsibilities:

- Process financial transactions, accounts payable and accounts receivable
- Produce monthly financial reports such as budget vs. actual reports
- Reconcile monthly bank statements
- Issue yearend 1099's
- Assist in annual audit by organizing relevant documentation and ensuring data accuracy across systems
- Point of contact for all banking, Department of Labor, retirement program, employee benefits and association insurance policies
- Monitor compliance with regulatory requirements related to insurance and financial operations
- Prepare bank deposits
- Assist with budget preparation
- Retirement and payroll reporting and maintaining records
- Provide backup support for administrative assistant
- Assist with administering member programs such as Errors & Omissions Insurance, Flood Insurance and Cyber Insurance.

Qualifications:

- Proven experience in insurance administration or finance management roles or combination of education and relevant experience
- Proficiency in using QuickBooks
- Strong organizational skills with keen attention to detail
- Excellent communication skills for liaising with insurers, vendors, and internal staff
- Proficient with Microsoft Suite including Excel, OneDrive, SharePoint and Outlook or comparable tools

- Knowledge of bookkeeping practices and generally accepted accounting principles and procedures
- A proactive mindset with the ability to prioritize tasks effectively
- Willingness to obtain Maine Insurance Producer license within first 6 months of employment

Join us in this engaging role where your expertise will directly impact our operational excellence! We value energetic professionals who thrive on building efficient processes and supporting organizational success through meticulous financial management.

Benefits:

- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Pay: \$52,650.00 - \$62,400.00 per year

Commensurate with Experience

Please send your resume to lisa@maineagents.net with the email subject line:
Resume for open position

Thank you!



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