



Commissions Specialist/Accounting Assistant (Part-time) **500 Mamaroneck Ave., Harrison, NY**

The InsMed Insurance Agency, Inc. is an independent insurance firm that specializes in working with healthcare institutions and professionals in identifying, providing and supporting personal and business insurance solutions. With our growing national network of insurance professionals and team based service approach we strive to provide our clients the highest levels of professional advice and service.

Position Overview:

The Commissions Specialist/Accounting Assistant provides clerical and data-entry support to the finance/accounting operations with regard to the accounting and payment of sales representative commissions. The position is part-time at twenty hours per week (flexible hours/days during normal business hours: Monday to Friday, 9a-5p).

Primary Responsibilities:

- Performs data-entry of insurance/commission statements to agency's general business system (GBS)
- Reconciles enrollments/applications (in GBS) to insurance statements to determine missing/required information
- Researches changes in policy renewals; reconciles premium adjustments.
- Contacts sales representatives/producers and insurance carriers for missing/required information
- Identifies problems/issues and elevates discrepancies and questions to management, as necessary
- Follows standard database business rules and processes
- May provide support/assistance with data entry of lead sheets, enrollments/applications, as required

Qualifications:

- At least 2 years related experience, insurance industry experience preferred
- Superb computer skills in data entry and data base maintenance
- Sharp attention to detail and able to produce high quality work
- Ability to organize and prioritize work, work efficiently and productively within schedule and deadlines
- Excellent administrative and general office skills
- Good communication skills
- Good interpersonal skills; ability to work in a team environment

Please send a cover letter and resume to careers@insmedinsurance.com. Applications will be considered on a rolling basis.

InsMed offers a competitive salary commensurate with experience and skills.

InsMed is an equal opportunity employer. InsMed is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, marital status, sexual orientation, gender identity, national origin, disability, veteran status or any other status protected by applicable law.