



JOIN OUR TEAM!

OPEN POSITION: Accounting Specialist

LOCATION: Nationally - Remote

POSITION SUMMARY:

Responsible for fiscal, quarterly, annual admin, ad hoc invoicing, accounts receivables, transaction processing, and posting of revenue sharing for assigned categories/locations. Responds to vendor inquiries and resolves any discrepancies in billings and payments.

RESPONSIBILITIES:

- Supports the Manager, Accounting with EGPS billings for all clients including fiscal, quarterly, annual admin and ad hoc billing.
- Ensure accuracy of calculation and delivery of client invoices.
- Follow protocol and process for Accounts Receivables follow-ups including sending statements, emails, and telephone calls using multiple resources.
- Post revenue sharing and loan & distribution payments received from recordkeeper partners.
- Support the researching of billing questions from the client, financial advisor and/or internal team members.
- Assist in the achievement of assigned goals related to turn around times and accuracy.
- Work with the Manager, Accounting in protecting, securing, and proper handling of all confidential data held by EGPS.
- Communicate significant issues and exceptions to the Manager, Accounting in a timely manner.
- Responsible for all monthly Summit TPA back-office invoicing for completion.
- Process payments from plan assets including coordinating with clients, Retirement Plan Consultants, and vendors and prepare Letters of Authorization/Instruction to pay bills for those clients through non-vendor platforms.
- Prepare all invoices and maintain a separate work tray for each round of plan document restatements.
- Twice daily trips to the Post Office to pick up mail/checks and handle the posting and processing of all client-related payments.
- Disseminate reports for the posting of revenue sharing and loan & distribution payments received from recordkeeper partners to everyone on accounting team.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent.
- 3+ years of related experience within the industry (less experience required with additional education or specialized training).
- Strong knowledge of Microsoft Office Suite and QuickBooks.
- Solid computer skills and demonstrated ability to learn new systems quickly.

FLSA STATUS: Non-Exempt

HOW TO APPLY:

Interested candidates should apply by submitting resume to HR@egps.com.