



Accounting Representative (Bilingual in Spanish Preferred)

DMC Insurance Administrators (www.dmc-tpa.com), a progressive third-party administrator of union health and welfare benefits, is seeking a “hands-on” individual with a proven ability to multitask in a fast-paced environment. This individual must be dedicated, goal oriented, energetic, efficient and possess a strong work ethic.

This is a newly created position due to Company growth. Full-time position (40-hour work week) with union wages and benefits (health and welfare; 401k).

Position Description:

The essential job functions include, but are not limited to the following:

- Maintain accounting records for employers, members and all dependents for assigned Trust Fund
- Record and Reconcile daily payment receipts (checks and wire)
- Track all pending, retro payments, and advance payments on a daily and monthly basis; generate monthly invoices
- Customer Service (answer calls from employers; customer service calls from members)
- Other miscellaneous duties as requested (audit of records, account reconciliation)

Requirements:

- Minimum of 3 years Accounts Receivable experience required. Associate degree in Accounting required.
- Bilingual in Spanish preferred
- Excellent written and communication skills
- Proficient and experienced in Microsoft Word and Excel
- Outstanding problem-solving skills
- Ability to organize and set priorities, and work independently and productively with minimal supervision
- Be a positive team player who is a highly motivated self-starter
- Organized, accurate and detail-oriented
- Ability to maintain a cooperative and professional working relationship
- Works well under pressure and able to maintain positive, courteous attitude
- Able to meet deadlines and complete tasks in a timely and professional manner
- Proven excellence in attendance and reliability
- Ability to sit, reach outward or above the shoulder, stand, walk, handle with fingers, stand, bend, and stoop
- Ability to operate a keyboard, view a video display terminal screen, documents,
- And ability to use telephone equipment
- Ability to lift up to 20 pounds and push or pull up to 25 pounds

To Apply:

- You must put the job title in the subject line of your email
- Resumes must be included as text or attached as an MS Word document
- Candidates who meet these specifications and are a strong match will be contacted
- Please email resumes to opportunities@dmc-tpa.com

We are an equal opportunity employer.