

Accounts Receivable Clerk

Administration and Finance Department

Reports to the Assigned Risk Supervisor and Executive Vice President, Administration & Finance

Summary and Purpose

Collect and account for premiums from producers and policyholders.

General Responsibilities

- Maintain system to properly identify and notify overdue billings
- Process new applications
- Filing
- Maintain past due reports and follow up as necessary
- Code checks to proper policy
- Input checks received into the system
- Send return premium checks
- Process invoices for mailing
- Work with underwriting to verify producer information
- Send policies for collection
- Notify NCCI of collection
- Notify Underwriting to cancel policies due to nonpayment of premiums
- Notify Underwriting to reinstate policies
- Answer questions from policy holders regarding payments
- All other duties as assigned

Minimum Requirements

- High school graduate, college degree preferred
- 10 key by touch
- Computer literate, MS Word, MS Excel
- Prior insurance experience preferred

Attributes

- Self -starter
- Team oriented
- Helpful, friendly demeanor