

Accounting Administrative Assistant – Full-Time

Are you exceptional with numbers and attention to detail? Do you have strong organizational, analytical and time management skills? Have you recently graduated from college or are you a seasoned administrative assistant who would like a career in accounting? If you answered "yes" to these questions, we want to hear from you! Please submit your resume today.

Benefit Allocation Systems, LLC ("BAS") is actively searching for an Accounting Administrative Assistant to join our Accounting Team.

Why join our team at BAS? We offer a comprehensive benefits package, including fully-paid health insurance, flexible spending accounts, a 401(k) plan with a fully-vested matching contribution, generous PTO, time off for all federal holidays, and employer-provided life and disability coverage. Additionally, we provide state-of-the-art technologies for your laptop, phone, and other mission-critical equipment to ensure seamless operations and eliminate common frustrations associated with inadequate employer support. And of course, you'll have the opportunity to collaborate with an awesome team of coworkers.

This position is hybrid and requires some in-office work at our King of Prussia office, as needed (anticipated in office 3 days per week). Our standard work hours are Monday to Friday, 8:30 am to 5:00 pm.

About BAS: BAS is a leading provider of Software as a Service employee benefit administrative solutions for employers. Our flagship product, MyEnroll360, offers clients a secure online system for enrolling and managing employee benefit plans. MyEnroll360 facilitates seamless communication between clients and BAS to ensure efficient administration of employer-provided insurance benefits.

Main Duties and Responsibilities:

Your key responsibilities will include:

- Prepare corporate payables and billing
- Prepare monthly ACH for fee collections
- Maintain corporate accounting collections
- Prepare and disburse remittances
- Review forfeiture analyses
- Reconcile reports
- Create invoices
- Download lockbox receipts and review reports
- Process return payments
- Monitor accounting department emails and respond within 24 hours
- Support CFO with audits
- Administrative assistance for the department as needed

Characteristics: To thrive in this role, you should possess the following characteristics:

- Patience and a friendly demeanor
- Attention to detail
- Strong organizational skills
- Flexibility to adapt to changing priorities
- Ability to remain calm under pressure
- Strong multitasking abilities
- Quick learner
- Active listener
- Positive attitude
- Independent worker

Skills and Qualifications: To qualify for this position, you should possess the following skills and qualifications:

- Ability to enter data accurately and quickly
- Ability to pay attention to detail
- Ability to adapt to policy changes quickly, as needed
- Expert level MS Excel skillset; proficiency in MS Word and Outlook
- Strong interpersonal skills
- Ability to follow directions
- Ability to work at a fast pace as needed while maintaining quality results
- Ability to adjust as needs arise without compromising deadlines
- Ability to work in front of a computer and sit for extended periods of time
- Exceptional data processing and management skills

Requirements:

- High School Diploma/Equivalent or higher
- Demonstrated experience with numbers
- Sit/Stand in front of a computer for extended periods of time
- Private/secure remote work capability
- Maintain confidentiality and privacy as required by regulations and company policies
- Punctual & professional behavior

Benefit Allocation Systems, LLC is an Affirmative Action and Equal Opportunity Employer/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status. Discrimination based on disability will not be tolerated. For questions, please contact the BAS Affirmative Action Officer at 800-945-5513.