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Job Description for: Revenue Accounting Clerk

MAJOR RESPONSIBILITIES:

- Responsible for the proper coding and reconciliation of all carrier commission statements to individual client accounts.
- Responsible for carrier communication regarding commission payment issues, including assistance with collecting carrier commission statements.
- Research and resolve all discrepancies identified in revenue reconciliations.
- Create, review and mail monthly client service invoices.
- Assist with monitoring, collecting and resolving accounts receivable aging items.
- Assist in the processing of daily cash receipts, as necessary.
- Other projects, as assigned.

QUALIFICATIONS:

- A minimum of two years experience in accounting or finance.
- Experience in the insurance field a plus.
- Must be highly detail oriented and organized.
- Must be able to understand organization priorities and meet deadlines.
- Excellent communication and interpersonal skills with a customer service focus.
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives.
- Ability to work effectively during times of organizational stress, ambiguity, and change.
- Proficiency with email and Microsoft Office applications.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.