



**Broward Regional Health Planning Council, Inc.
Insurance Premium Processor**

Interested applicants should submit a cover letter indicating how your past experience relates to this position, resume and salary history to jobposting@brhpc.org

MUST reference Insurance Premium Processor position in the email subject line.

“At Will” Employment

The Broward Regional Health Planning Council is an “at will” employer. Consequently, employees serve at the pleasure of the Council without entitlements or “property rights” to continued employment. The employment relationship can be severed at any time by either the employee or the Council for any reason or no reason (except for an unlawful reason). Some positions at the Council are also dependent upon the receipt of grant funding for specified programs. Lack of funding, including curtailment of grant funding can be a cause for the Council to terminate the employment relationship.

Nothing set forth or contained in the Personnel Policies of the Broward Regional Health Planning Council, as it now exists or may in future be amended, shall change, alter or amend the “at will” status of Council employees. No Council manager or officer has any authority to make any arrangement or to make any agreement for employment other than for employment “at will” or limiting the discretion of the Council to modify any conditions of employment.

Nature of Work

The Insurance Premium Processor will be responsible for assisting in the complete general ledger accounting process, client/project budget & expense reporting, and general office administration. The core responsibilities will be the GL accounting activities which include processing and managing of accounts receivable and accounts payable process; timely monthly close activities, and balance sheet account reconciliations. Additional responsibilities will include extensive client program expense reporting & analysis, as well as ensuring adherence to internal process compliance and controls, and assisting in other related activities. The scope of responsibility of the Insurance Premium Processor includes BRHPC programs and client agencies. Additionally, the Insurance Premium Processor will be responsible for general fiscal and administrative tasks assigned by the Director of Finance and Contracts. The Insurance Premium Processor will work closely with and often times take direction from the Accounting Manager.

Supervision

The Insurance Premium Processor will function under the direction and guidance of the Director of

Finance & Contracts.

Examples of Essential Job Functions

Accounts Payable (AP)

- Ensure timely processing of HICP premium payments
- Process entails receiving invoices, updating client records, posting, printing check(s)/bank draft/credit card etc., routing payments for approval, preparing payment documents, distributing and/or mailing payments
- Work closely with Program Manager and Director of Finance to ensure timely payments and proper coding of expenses
- Maintain AP files for the insurance program
- Process other Program AP items as requested

Accounts Receivable (AR)

- Ensures timely preparation and submission of accurate invoices to funding entities

Fiscal and Administrative Monitoring

- Assists in the preparation and staffing of fiscal and administrative monitoring conducted by various funding entities

Financial Reporting

- Under the supervision of the Director of Finance and Contracts, designs and generates financial statements and reports for program

Audit

- Assists the Accounting Manager and Director of Finance and Contracts in preparation for annual financial and compliance audit
- Assists the Accounting Manager and Director of Finance and Contracts to ensure timely submission of annual financial and compliance audit to funding entities.
- Other duties as assigned

Knowledge, Abilities and Skills

- Possesses knowledge in general business principles, fiscal management, accounting practices, and accounting software
- Prior experience in the insurance industry preferred
- Ability to communicate effectively verbally and with word processing and written communication
- Able to manage multiple projects with committed deadlines and consistently demonstrate high attention to detail
- Highly organized, comfortable following processes within a dynamic team environment
- Advanced knowledge of Microsoft Excel, Word, and computer based accounting systems

Required Educational Experience and Training

- Bachelors Degree in accounting, business or related field preferred
- Years of advanced professional experience can substitute for degree with completed college level coursework in accounting, business or related field
- Four (4) years of experience in accounting related position

Other Requirements

- Satisfactory local and level II background screening
- Valid State of Florida Drivers License with appropriate insurance coverage
- Access to reliable transportation
- Access to and use of a cellular phone

Effective Representation

Represents the agency in a professional and respectful manner in working with clients, vendors, fellow employees, and all members of the public without regard to race, religion, age, disability, gender, national origin, sexual orientation, or other non job related criteria. Expected to exercise professional judgment at all times.

Ethical Conduct

Meets work obligations in a manner which effectively represents the best interests of tax payers and all members of the public without conflict of interest or personal gain beyond approved benefits and compensation. Takes positive action to avoid and report to supervisors any real or perceived conflicts of interest. Acts as a positive role model for colleagues and clients. Is an effective steward of the agency's time and resources, including funds, equipment, e-mail and other property.

FLSA Status

Non-Exempt (Hourly)

Employee Signature

Date

Supervisor Signature

Supervisor Signature

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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