



**Job Title: Accounts Receivable Specialist**

Department: Accounting

Reports To: Accounts Receivable Manager

Status: Non-Exempt

**Summary:** A successful **Accounts Receivable (AR) Specialist** is a member of the Billing Team within the Accounting Department of a national personal auto insurance company. This candidate will be required to operate in and among several systems – accounting and operating – to process payments, generate refunds and update the systems accordingly. In addition, this candidate will be responsible for receiving, posting and depositing customer payments and researching and solving payment discrepancies.

**Essential Job Functions:**

- Processes checks payable to the Company's trust and operating accounts;
- Deposits checks and posts to appropriate customer accounts or general ledger accounts;
- Deposits direct bill cash receipts, based on the accompanying statements, posts cash receipts to the proper screen;
- Researches all payments received without policy number to determine which policy to be applied;
- Handles all requests for account corrections and/or transfers;
- Prepares month end reconciliations and reports;
- Assists with some handling, tracking, and sorting of mail
- Maintains files
- Perform other duties as required by management.

**Required Skills and Experience:**

- Minimum of two (2) years of accounts receivable experience
- Experience with AS400 and/or CSC Point In systems, a plus
- Ability to organize and prioritize workload
- Ability to work well with others and to form a strong team approach to reach organizational goals
- Basic knowledge of accounting terms
- Working knowledge of Microsoft Office - Word, Excel and PowerPoint
- Ability to comprehend verbal and written communication
- 10-key proficiency
- Strong organizational and analytical skills

**Education Requirement:**

- High School diploma or equivalent

**About Us:**

Western General Insurance Company has a long-standing reputation as a leader in the non-standard automobile insurance industry serving CA for 46 years. In addition to CA, we currently do business in 3 other states and continually strive to expand the growth of our company. We are a service-oriented company where we believe "Great Service is our standard, not the exception". We offer competitive salaries based on knowledge and experience. Our excellent benefits allow you to qualify for your choice of medical plan, as well as dental, vision and life insurance plans, within your first three months of service, save for your future with our 401(k) and Profit Sharing plans, balance your life with generous paid time off, and enjoy casual dress every day. Employees also receive discounts for shopping, entertainment, dining, and more through WG Perks. Our open-door policy, casual dress code, great benefits and our commitment to demonstrating our appreciation to our employees makes Western General a great place to work. We are an equal opportunity employer.