



ACCOUNTANT (PART-TIME)

As a part-time accountant with Platinum Supplemental Insurance, you will help support the roles and responsibilities of the finance team within our Dubuque home office. Working alongside a talented team of professionals, you will enjoy our fun, friendly office atmosphere.

In this position, you will primarily be responsible for maintaining the company's payroll system and processing weekly payroll. You will also help maintain adequate records of financial transactions between Platinum and its partners. To be successful in this role, you need to be thorough, but efficient, while following detailed processes. High-level organizational skills and an understanding of accounting software are also preferred. If this sounds like a good fit for you, read on to learn more and apply today.

Primary Responsibilities:

- Proficiently use and monitor the payroll and time-card system
- Process weekly payroll for the entire organization
- Update information in the payroll system as needed, such as new hires, terminations and wage increases
- Maintain adequate records and reconcile accounts by inputting and analyzing data, preparing general ledger entries, and recording all revenues and expenses
- Manage accounts receivable and accounts payable by maintaining adequate records and following up with internal or external partners, as needed
- Maintain all other accounting modules, including bank reconciliation
- Monitor company cash needs and recommend, request and follow up on required cash calls
- Respond to accounting questions and prepare and analyze special reports, as needed
- Protect company values by maintaining a high level of confidentiality
- Provide an overall outstanding customer service experience as a No. 1 priority

Job Requirements:

- High school diploma or equivalent
- Previous accounting experience beneficial
- Competency in Microsoft Office programs (Word and Excel) and applicable accounting software
- Ability to maintain a high level of organization and efficiency
- A commitment to providing pleasant, professional and responsive service to all customers, internal and external
- Appreciation for a fast-paced, team-oriented work environment

Benefits:

- Paid vacation and holidays
- Ongoing career development and resources provided to help you achieve your personal and professional goals
- Employee health and wellness program that includes free personal training, if desired
- Casual dress
- Modern office facilities on Dubuque's thriving, historic Main St.

Equal Opportunity Employer:

Platinum Supplemental Insurance is committed to providing equal employment opportunities (EOE) to all employees and applicants for employment without regard to race, color, gender, religion, sexual orientation, national origin, age, disability, marital status, amnesty, or veteran status.

How to Apply:

For consideration, applicants should submit their resume and reference information to employment@pltnm.com. We perform a thorough hiring process in a timely manner for the benefit of our candidates and for Platinum's long-term success. Please be prepared to complete all the required sections of the application.