

Accounting Administrative Assistant

Have you recently graduated from college or are you starting out in an accounting field? Are you continuing your career in accounting administration? Do you like working with numbers and solving math mysteries? Then, you'll really enjoy working with us! We'll take your training & development seriously and provide one-on-one coaching and support to bring you to the next level in your career and professional development.

Benefit Allocation Systems is looking for an **Accounting Administrative Assistant**. The **Accounting Administrative Assistant** is a member of the Accounting Team responsible for accounting department procedures including cash processing, audits, and the monthly close process.

BAS will support you with **great working conditions, a brand-new laptop, remote work capabilities, state of the art phone system and other tools of the trade.**

We'll support you with **leading technologies** for your laptop, phone system and other mission-critical equipment to ensure uptime and eliminate the frustrations that are commonly associated with employers not providing the best-of-the-best employee support. And of course, we'll support you with our 401(k) with fully-vested matching contribution, generous PTO policy and awesome coworkers.

This position will initially be remote with some in-office required. Standard business hours are 8:30am to 5:00pm Monday through Friday, Eastern Time, with off-hours availability expected when needed.

About BAS

BAS develops and supports one of the nation's leading Software as a Service employee benefit administrative solutions for employers called MyEnroll³⁶⁰. MyEnroll³⁶⁰ provides clients with a private, secure online system for their employees' benefit plan enrollment and administration. Clients use MyEnroll³⁶⁰ to communicate with BAS so BAS can provide administrative services for employer-provided insurance benefits.

Main Duties and Responsibilities of Accounting Operations Analyst:

- Daily processing of cash receipts and remote deposits
- Preparation of weekly funds request for benefit account reimbursements
- Reviewing expense reports to ensure compliance with corporate policies
- Performing simple ad hoc modeling using Excel or other financial modeling tools

Characteristics

- Patient & Friendly
- Attention to Detail
- Organized
- Flexible
- Calm Under Pressure
- Multi-Tasker
- Quick Learner
- Good Listener
- Positive Demeanor
- Follows Directions

Skills and Qualifications

- Intermediate Computer Skills
- Excellent Writing Skills

Accounting Administrative Assistant

- Intermediate Business Telephone Skills
- Familiarity with Word® & Excel®
- Familiarity with Different Accounting Software(s)
- Efficient Time Management
- Operate multiple computer applications & windows
- Balance quality with performance

Requirements

- High School Diploma/Equivalent or Higher
- Some Accounting Experience Preferred
- 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 policy
- 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 and will not be discriminated against on the basis of disability. For questions, please contact the BAS Affirmative Action Officer at 800-945-5513.