



Job Title: **Bookkeeper - Trust Accounting Clerk**

Job Type: **Full-Time**

Job Location: **Katy, Texas**

Company Website: www.90degreebenefits.com

Company Summary:

90 Degree Benefits is a national health benefits company that specializes in designing health plans and administering benefits for self-funded employers. Our Katy, Texas location offers an excellent opportunity to grow in a dynamic business. Because we are led by the best minds in the business, we are innovative, stable and growing.

Essential Duties and Responsibilities:

Provides basic bookkeeping functions to help maintain checking account for assigned clients including, but not limited to, the following duties:

- General banking duties: prepare and post deposits/stop payments etc
- Reviews client's accounts and releases claim payments
- Reviews monthly billing to be sent to assigned clients
- Calculations of monthly premiums and vendor payments
- Cut checks and release payments for premiums and all vendors
- Performs monthly reconciliation of bank statement and researches discrepancies in an accurate and timely manner
- Provides financial reports and claims activities to clients
- Interacts with clients by answering questions and researches discrepancies
- Files client documentation
- Other projects as assigned

Qualifications:

- College degree required
- Minimum of 2 years bookkeeping experience
- Basic computer skills and familiarity with MS Office applications
- QuickBooks experience including an understanding of the chart of accounts
- Ability to process financial information accurately and promptly, with excellent attention to detail.
- Experience in a customer/client service environment
- Professional telephone demeanor

90 Degree Benefits, is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.