



Accounts Payable Clerk

For over 20 years, FedNat, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an “A+” rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like FedNat and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals.

If you desire to be a part of FedNat, please take a moment to review the position responsibilities and requirements below for the position of **Accounts Payable Clerk** and submit your resume to HR-Recruit@FedNat.com

Knowledge:

- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Intermediate experience with MS Word, MS Excel, MS Outlook
- Intermediate knowledge of major accounting software packages
- Prior Sage 300 experience a plus
- Should also demonstrate good interpersonal/customer service skills

Skills:

- Strong analytical skills and attention to detail
- Process daily claims check print batches for each insurance company
- Transfer check batch data from source system to accounting system
- Research variances between source system and accounting system
- Prepare and transmit positive pay files to the bank
- Monitor automated AP system for unassigned invoices and enter required information (vendor ID, expense classification, etc.)
- Input new vendors into AP
- Process weekly AP payments process
- Transfer invoice and payment data from AP system to accounting system
- Complete month-end closing tasks within assigned deadlines
- Scan and file documentation as required
- Perform other tasks and projects as assigned

Education & Experience:

- Associate’s Degree or equivalent in Accounting or Finance preferred
- Minimum of 2 years’ experience in an accounting office

FedNat is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working

environment.