



Cash Specialist

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 **Cash Specialist** and submit your resume to HR-Recruit@FedNat.com

Knowledge:

- Principles and processes for providing customer and personal services
- Rules of composition and grammar
- Communication systems e.g. telephone, email, voice mail etc.
- Knowledge of accounting functions
- Posting payments into the PTS system
- Totaling payments and verifying that balances match
- Verifying that payments are reflected accurately in the Imageright system
- Assist in improving operational efficiencies as it relates to distributing requested information
- Noting the PTS system and doing letters when payments need to be returned
- Processing payment corrections
- Perform any other duties that may be assigned

Skills:

- Communicate effectively, verbally and in writing
- Attention to detail
- Time management
- Strong data entry skills

Education & Experience:

- High School or some college & work related experience preferred
- High proficiency in MS Office (Excel, Word)

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.