



### **Accounting Clerk (Cash)**

For over 25 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 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 **Accounting Clerk (Cash)** and submit your resume to [HR-Recruit@FedNat.com](mailto: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
- Maintain reconciliations of bank accounts
- Desktop deposit of checks received
- Review void requests and action in the accounting system and bank portal
- Exporting reports from the bank and credit card merchants’ portals
- Entry of journals in to the accounting system
- Identify opportunities for process improvement
- Support ad hoc information requests and accounting projects

### ***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.