**ACCOUNTING SPECIALIST**

The Missouri Association of Insurance Agents is seeking a full-time Accounting Specialist to join our team. The ideal candidate for this position will have accounting experience, be detail-oriented, and have strong organizational skills.

**Primary Duties and Responsibilities:**

* Process accounts payable invoices
* Create and send accounts receivable invoices
* Record daily deposits
* Prepare bank reconciliations
* Perform revenue reconciliations
* Prepare journal entries
* Create inter-company transactions
* Assist in audit preparation

**Qualifications:**

* Prior accounting experience required
* Must be proficient in Microsoft Excel
* Experience with QuickBooks a plus

**Salary and Benefits:**

* Total compensation: $39,000 - $52,000; includes base salary of at least $39,000 plus potential for sizable bonuses
* 401(k) match
* Employer paid health, dental and life insurance
* Paid vacation and sick leave
* Paid holidays
* Additional paid time off during the summer
* Potential for flexible hours
* Cafeteria plan

**Company Description:**

* MAIA is the largest and most effective insurance agent trade association in the state. Our members are independent agencies in Missouri. MAIA’s main focus is to educate, promote and advocate for independent agents and their clients.

To apply, submit resume and cover letter to svanleer@moagent.org.