



Accounting Manager

Congratulations on discovering the perfect opportunity to accelerate your career! Unlike many companies, PrimeGroup Insurance is prepared to offer you the chance to take your skills and abilities to the next level by granting you experience working in a challenging field with a fun and supportive environment. At PGI, you will be provided with the opportunity to work alongside some of the most knowledgeable and experienced individuals in the insurance industry!

About PGI

PrimeGroup Insurance (PGI) is a full-lines commercial insurance, employee benefits and personal insurance agency. PGI was founded in 1999 specializing in workers compensation and employee benefits to meet the needs of clients transitioning to payroll services. Today, PGI is one of the fastest growing full service insurance agencies in the Southeast. Since 2010, we have acquired four established independent agencies and have more than doubled in size. PGI manages over \$50M in premium out of three main locations: Tampa, Palm Beach Gardens and Maitland but we write insurance throughout the country with a focus on Florida, Georgia and Texas.

Our mission is to consistently provide a full range of quality Commercial Insurance, Personal Insurance, and Employee Benefit products by coupling high speed processing and personalized service.

Our commitment is to deliver long-term value by offering excellence in both services and social responsibilities. Giving back is a driving force behind our organization and we view our employees as our biggest asset!

Built On Relationships

Clients - It's not about selling insurance - it's about making connections and getting involved in our client's businesses to fully understand their needs.

Community - Our team members are extremely supportive of our local communities. We believe it is our duty to give back to the community that has given so much to our business and our families.

Employee - Built on a foundation of family values and service, excellence is recognized and collaboration is celebrated. Our team is committed to working together like a family.

View Our Website: www.primegroupins.com



Job Opportunity

As an integral part of our agency, this position oversees the complete operations of the Accounting Department as well as aiding the Director of Operations in a variety of responsibilities. Important qualifications include extensive knowledge of proper accounting practices including preparation of financial statements, payroll/HR experience and background in insurance accounting. Ideal candidate should be very detail oriented, possess the ability to multi-task and prioritize with minimal supervision, and perform confidently in situations with deadlines.

Qualifications Requirements

- **Accounting Operations:**
 - Perform month and year end processing including preparation of financial statements and providing necessary information to CPA for tax preparation at year end.
 - Oversee duties of the bookkeeper which includes processing of accounts payables/receivables, daily deposits, and posting of commissions received.
 - Understand general ledger accounts and be able to provide analysis of revenue/expenses and cash forecasting.
 - Prepare annual budgeting.
 - Coordinate and complete annual audits.
 - Monitor and analyze accounting processes, provide recommendations and initiate actions for improvement.
 - Provide support to management and service team as needed.
- **Payroll and HR:**
 - Process bi-weekly and monthly payroll and record journal entries in system
 - Manage online HR system, time clock, 401K and HSA
 - Perform designated functions required for the onboarding and termination of employees
- **Participate and adhere to all supervisory/accountability expectations as follows:**
 - Reports to Director of Operations, and abides by directions and guidance given
 - Supervises the bookkeeper position
 - Performs quarterly and annual evaluations as required by management

Additional Requirements

- Excellent communication skills that reflect an ability to present and receive feedback in a positive and effective way.
- Willing to work honestly and diligently with all team members, supervisors and producers.
- Demonstrate willingness and ability to hold yourself to the highest standards of professionalism and integrity.
- Keep informed regarding industry information, legislation and technology to continuously improve knowledge and performance.



- BA/BS in Business with emphasis in Accounting.
- Minimum 5+ years experience in the financial reporting/general ledger arena. Background in insurance accounting preferred.
- Advanced computer skills in Word, Excel and Outlook. Experience with AMS360 and BenefitPoint a plus.
- Other duties as assigned

Benefits Include

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| 401(k) Savings Plan | Bereavement Leave |
| Dental Insurance | Employee Assistance Program |
| Health Insurance | Paid Holidays |
| Jury Duty Leave | Life Insurance |
| Long Term Disability | Medical Insurance |
| Military Leave | Personal Leave |
| Vacation Benefits/PTO | Vision Care Insurance |

How to Apply

Email your resume and cover letter to HR@primegroupins.com

Thank you for your interest in employment at PrimeGroup Insurance!

