**Career Opportunity at the Iowa FAIR Plan Association**

/ [Consumers](https://iowafairplan.com/category/news-411/) / By [Robert Conroy, CPCU, CIC](https://iowafairplan.com/author/bobc/)

**Position Title: Accountant**

**Summary**

Responsible for accurately maintaining all of the financial records of the company. Compiles and prepares data for journal entries and generate financial statements from the policy administration system. Self-starter with good verbal and written communication skills. Thorough understanding of generally accepted accounting practices. Have ability to use personal computers, a policy administration system, and various software programs including Microsoft Excel.

**Essential Functions**

1. Enter cash receipts of premium payment on company system and prepare for deposit.
2. Establish, prepare, and maintain financial reports.
3. Manage and monitor expenses and cash flow.
4. Generate and issue checks.
5. Submit payroll information to an outside firm.
6. Perform other functions as assigned by management.

**Other Requirements**

1. Two to three years previous experience with insurance carrier, county mutual, or agency or equivalent experience.
2. Iowa property & casualty agent license or ability to be licensed within 3 months of hire date.
3. Ability to work as a team member on a four-member team and cross train with team members.

**General**

1. This position includes competitive pay and a comprehensive benefits package.
2. This job description is intended to describe the level of work required of the person performing the job.
3. Essential functions are outlined; other duties may be assigned as needs arise or as required to support the company’s essential functions.
4. This description is not intended as a contract and is subject to unilateral change and revision by management.
5. Any written contractual agreements will supersede this job description.
6. All requirements may be modified to reasonably accommodate physically or mentally challenged employees.