

Part Time Accounting Associate

Are you looking for a **career**, not just a job?

At Custom Design Benefits we value: Taking Care of our Clients, Being Positive & “Bringing It”, Delivering Results, and Being a Great Teammate.

We are a third-party administrator who manages employee benefits for our self-funded clients.

Responsibilities:

- Manage weekly accounts payable and prepare checks.
- Process daily payables with necessary approvals.
- Handle checks and ACH payments for bank accounts and maintain records.
- Work with the COBRA department to process deposits.
- Review, record, and reconcile escrow transactions.
- Update contact information for invoicing and reporting.
- Other duties as assigned.

Characteristics:

- Achiever
- Learner
- Analytical
- Responsible

Qualifications:

- Proficient in QuickBooks
- Working knowledge of Microsoft Suite
- High school diploma or equivalent

Physical Demands and Work Environment:

This role requires extended periods of sitting, with primary hand and arm movement associated with standard office tasks. Hand-eye coordination and dexterity are necessary for tasks like handwriting and keyboarding. Visual acuity, including close and distance vision, color perception, peripheral vision, and depth perception, is essential. The role may involve occasional lifting and carrying objects weighing up to 25 pounds, as well as bending, squatting, pushing, and pulling. The work environment is characterized by minimal noise levels.

Send your resume to careers@customdesignbenefits.com to apply today!