

Job description

About us

Since 1996, NueSynergy has been an innovative leader in providing full-service administration of consumer-driven and traditional account-based plans. We have grown into one of the largest benefit account administrators providing Health Savings Accounts (HSA), Flexible Spending Accounts (FSA) and Health Reimbursement Arrangements (HRA); in addition to COBRA, Direct Premiums Billing and Consolidated Billing services to employers of all sizes and sectors, including state and local governments, as well as privately and publicly traded companies NueSynergy

Job Title: Accounting Clerk

Essential Functions

- Assist accounting department with accounts receivable, accounts payable and with banking accounts.
- Process account receivables including invoicing and payments.
- Process daily claim payments to participants via check and ACH.
- Perform daily reconciliation of all current NueSynergy general ledgers.
- Performs daily payment processing and contribution posting.
- Oversees all aspects of banking setup and changes loaded in the platform for existing and new client accounts.
- Processes all direct deposit forms for participants.
- Audit all employer banking set-ups and loads required signatures for check printing.
- Works closely with the Employer Support and Account Managers to ensure seamless integration of work flow related to account setup and servicing
- Assist accounting department with special projects as assigned.

Minimum Job Requirements:

Education: High school education or equivalent required.

Banking and accounting background preferred.

Detail oriented.

Ability to work independently as well as part of the team.

Technical Skills: Strong aptitude in Microsoft Office and Excel. Ability to learn and effectively navigate multiple systems and applications efficiently. Strong analytical and problem-solving skills.

Work Schedule: Full-time, non-exempt position, 8 a.m. to 5:00 p.m. or 7:30am to 4:30pm, Monday thru Friday schedule.

Status: Legal right to work in the United States

Job Type: Full-time

Salary: \$18.00 - \$22.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Education:

- High school or equivalent (Required)

Work Location: One location

Closed

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