



Posting Title: Staff Accountant

A Vermont Best Places to Work winner for 5 consecutive years, Hickok & Boardman Insurance Group (HBIG) is an industry leader with locations in Vermont and upstate New York, seeks candidates with 3+ years' relevant experience, pursuing an AS or BS in accounting or related field, and who loves both teamwork and autonomy, and collaborating with caring, fun, and dedicated coworkers.

**We Offer (more details below)**

- Hiring range: \$51k - \$65k (annualized hourly pay)
- Benefits: 401(k) + match, health/dental/vision, generous paid leave, tuition reimbursement, and student loan forgiveness support
- A close-knit team, set within a respectful employee-centric and supportive workplace culture, that values, curiosity, transparency, collaboration, communication, development, and one another
- Daily opportunities to analyze, problem-solve, and participate in important decisions
- Diverse opportunities to participate and give back to our communities

**Core Responsibilities**

- Prepare deposits and post daily EFTs
- Record production and revenue; associate payments, reconcile revenue statements, and audit aged outstanding client receivables
- Bank and credit card reconciliations
- Vendor and company payables
- Identify and follow up on missing payments, statements, and invoices
- Provide research support for variances in receivables and payables
- Retrieve and electronically file various invoices and statements from Carrier, Vendor, and Banking sites, email, and daily incoming mail
- Manage email; resolve and respond appropriately to sender with excellent customer service

**Key Qualifications**

- 3+ years related experience and actively pursuing an AS or BS degree in accounting or related field
- Proficiency with Microsoft 365, excellent Excel skills preferred, and experience with ERP systems a plus
- Skills
  - Superior level of detail orientation, focus, and efficiency
  - Analytical/Evaluative
  - Decision-making, both independent and in collaboration with teammates
  - Communication and relationship-building in a variety of settings
  - Time management/prioritization



- Qualities
  - o Caring and collaborative
  - o Loves process improvement
  - o Discrete and confidential
  - o Enjoys feedback and learning
  - o Self-motivated

### **Compensation and Benefits**

- Full-time, hourly, non-exempt, eligible for overtime over 40 hours/week
- Hiring range: \$51k - \$65k (annualized hourly pay)
- 401(k) + employer match
- Health, dental & vision Insurance
- Health Savings Account with partial employer funding
- Accident, life, long-term & short-term disability
- Paid holidays
- Generous paid and sick leave
- Tuition Reimbursement
- Student loan forgiveness support
- Wellness reimbursement
- Discounted gym membership
- Headspace meditation app

### **About Hickok & Boardman**

Dedicated to providing the best service to our clients, carriers, employees, and communities, described by employees as “supportive of employees both personally and professionally”, and often referred to as the “H&B Family” because of our positive atmosphere and exceptional teamwork. [hbinsurance.com](http://hbinsurance.com)

HBIG differentiates itself by providing superior support and value-added services to our clients. Locally managed, HBIG is an Agency Partner of Acrisure, LLC, a top 6 insurance brokerage firm nationally. This partnership supports the work Hickok & Boardman does, and better serves our current clients by leveraging expert resources and collaborating on effective solutions.

We are committed to employing a diverse workforce and encourage people of all backgrounds and lived experiences to apply. All applicants will be considered for employment without attention to race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran or disability status.