

Accounting Assistant I
Local Government Health Insurance Board
Job Description

JOB INFORMATION

This is a permanent, full-time position for the Local Government Health Insurance Board, a state agency located in Montgomery, Alabama that administers a group health insurance program covering local governmental entities throughout the state. The position involves accounting support work performed in support of the accounting and reporting functions for the board.

MINIMUM REQUIREMENT

- A high school diploma.
- Experience in clerical or office work which includes bookkeeping responsibility preferred.

JOB DUTIES AND RESPONSIBILITIES

- Process and post daily cash receipts
- Process payment vouchers
- Post activity to accounting records
- Respond to telephone inquiries
- Perform monthly billing activities
- Assist members and units with billing inquiries
- Archive documents using imaging software
- Maintain documents in office storage facility
- Assist in the accumulation and consolidation of all of the LGHIB's financial data necessary for accurate accounting of consolidated business results including preparing internal and external financial statements
- Assist with financial transaction and reporting duties
- Other related services as directed by management

The Local Government Health Insurance Board is an Equal Opportunity Employer.