

**Job Title:** Accounting Specialist, Client Funding  
**Job Location:** Charlotte, NC  
**Company Website:** [www.90degreebenefits.com](http://www.90degreebenefits.com)



### **Company Summary:**

90 Degree Benefits is a health benefits company that specializes in designing health plans and administering benefits for self-funded employers. With a fully integrated, comprehensive medical risk management program that improves health care outcomes for plan participants, the 90 Degree Benefits team of experts is able to significantly reduce claim costs for employer clients. Like all of the 90 Degree Benefits locations, the Charlotte, NC office serves employers and their members both locally and nationwide. As leaders in the industry, the 90 Degree Benefits team in Charlotte takes pride in guiding clients on the road to achieving more with their health plan.

### **Position Summary:**

90 Degree Benefits is seeking a full-time Accounting Specialist to join our team. This is a non-exempt position that will be working with our client funding. Applicant must have at least three years of experience in accounting or finance, monitoring client funding for accuracy in billing and adjustments and providing financial support to client account teams. The job responsibilities and qualifications are listed below. Convenient office location in southwest Charlotte, NC. Excellent pay, flexible hours, and comprehensive benefits offered.

### **Essential Duties and Responsibilities:**

- Processes IT reports for client check runs, which includes creating a client funding notice of medical expenses, providing the information to clients Monday-Thursday, and uploading the information to the client website portal.
- Processes pharmacy invoices according to client instructions.
- Releases check cycles into production, according to client instructions or as approvals are received.
- Generates monthly invoices for clients, verifying changes and adding required information as needed.

- Logs into client bank website, and daily records and classifies transactions on cash sheets.
- Reconciles funding records for all clients monthly.
- Collects and distributes documentation for new clients.
- Processes client refunds.
- Provides customer support for client requests, working with other CBS departments as needed.
- Coordinates with the Claims and Stop Loss departments on client renewals and end of contract processes.
- Handles deposits from the Stop Loss department for traditional client accounts, ensuring all client funding reflects all credits from deposits.
- Reconciles ancillary coverage invoices with monthly billing, and reports discrepancies.
- Performs ad-hoc requests and special projects for the Finance Department, as required.

#### Qualifications:

- Minimum 3 years of experience in accounting or finance required.
- Third Party Administrator processing preferred.
- Experience in a medical office, insurance company, or hospital preferred.
- Thorough understanding of accounts payable functions.
- Excellent organization skills and strong attention to detail.
- Ability to work with multiple projects simultaneously and complete assignments within a prescribed timeframe.
- Ability to handle confidential information discretely and exercise sound judgment when making decisions.
- Excellent verbal and written communication skills.
- Proficient in accounting software, database use, and computer skills. Intermediate skills needed in working with Excel to create and maintain spreadsheets.

*90 Degree Benefits, is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.*