

Commission Processor Specialist

HomeServices Insurance Minneapolis, MN 11/25/2015

Job Description

Commission Processing Specialist

Who are we? HomeServices Insurance is an independent insurance agency and a wholly own subsidiary of HomeServices of America, Inc., the second largest independent real estate brokerage firm and a Berkshire Hathaway affiliate. HSI represent some of the top rated national and regional insurance carriers in the country and operates through a network of offices located throughout the United States.

We are currently seeking a highly skilled detail oriented Commission Processing Specialist to work out of our Corporate office located Downtown Minneapolis. This person will be responsible for processing insurance brokers and account representatives commission payments, reconciling carrier statements and month end reports, and processing bank deposits.

Commission Processing Specialist Primary Duties and Responsibilities are:

- Collect insurance carrier commission statements. This may include downloading from carrier web sites or calling carriers. Collect commission workbooks from insurance producers.
- Reconcile carrier statements with producer records.
- Update agent commission workbooks.
- Reconcile commission checks from carriers with HSI deposits.
- Provide revenue and metric information for reporting purposes to operations manager.
- Perform month-end reporting requirements.
- Maintain and update as appropriate, formal written procedures for commission processing.
- Manage lead entry processing for timely assignment to producers and to ensure accurate metrics are reported.
- Reconcile client accounts as identified thru commission processing.

Job Requirements

- Associate degree in Accounting, Finance or related field; or equivalent work experience
- 2+ years of experience in a related field
- Experience writing processes and procedures a plus
- Advanced Excel skills; strong proficiency in Word and databases
- Strong communication and interpersonal skills
- The ability effectively multi-task and work under pressure
- Excellent time management and organizational skills.

HomeServices Insurance, Inc. offers a competitive benefits package, plus public transportation or heated underground parking is provided to all employees in the Downtown Minneapolis location!

Equal Opportunity Employer