



Title: Accounting Generalist
Department: Accounting
Location: St. Louis

Job Description

Mid-America Carpenters Regional Benefit Services is a third-party administrator that oversees multiple benefit plans for union carpenters and their families in Southern Illinois, Missouri, and Kansas. We strive to provide the best benefits to the most participants for as long as possible by providing extraordinary service, driving innovative approaches, and being deeply devoted to the Carpenters' Union, our participants, and our organization. The Accounting Generalist will be a part of the Accounting Department to help process invoices, deposits, assist with transfers of Carpenter's benefits, assist with delinquent contractors and provide customer service to employers.

Job Responsibilities

- Provide exemplary service to employers and participants as developed and adhered to by the organization
- Assist the accounting department, including but not limited to:
 - Reciprocity
 - Purchases
 - Adjustments
 - Payment Plans
 - Deposits
 - Reconciliations
- Assist in collections efforts for contribution delinquencies
- Assist members with vacation stamp redemption, and various accounting projects delegated by the Accounting Manager
- Conduct employer payroll audits under the supervision of the Senior Collections Supervisor and in compliance with DOL guidelines
- Work as a team member with other departments and department managers.
- Performs other work as assigned

Basic Qualifications

- A bachelor's degree or minimum of 1 year of experience in an accounting or similar role
- Ability to work effectively both independently and as part of a team
- Ability to handle sensitive and confidential matters with discretion and professionalism
- Strong organizational skills with the ability to multi-task
- Proficiency in MS Office (MS Excel in particular)
- High attention to detail and accuracy in all aspects of work
- Commitment to providing exceptional service to members and support to staff members
- Strong people skills and the ability to build relationships with stakeholders, including staff and external partners

Work Authorization

No calls or agencies please. The Mid-America Carpenters Regional Benefit Services will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

Equal Opportunity Employer

The Mid-America Carpenters Regional Benefit Services is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.