About Benefit Allocation Systems, LLC (BAS)
Benefit Allocation Systems, LLC (BAS) is an innovative mid-sized company that has shown consistent growth year after year. This is an exciting time for BAS. Because of the widespread demand for our unique, blended Software-as-a-Service applications and client support services, we are growing at a fast pace.

BAS is the developer of one of the leading online HR/Employee Benefit Plan enrollment and administration software solutions and provides best-in-class benefits administration and support services.

BAS achieves service excellence by investing in its people, encouraging camaraderie and an innovative office environment, while also engaging leading technologies. At BAS, you will enjoy an upbeat, entrepreneurial culture, with a stocked kitchen, ample time for volunteer work, office events and foosball tournaments. BAS encourages internal career advancement, and we look to our employees to provide feedback and bring ideas to the table.

BAS provides a comprehensive benefits package, including medical, dental, vision, and prescription coverage. We offer a 401(k) plan with a matching contribution, along with flexible spending accounts and a generous PTO policy.

We look forward to you joining our team.

Organizational Summary

The Staff Accountant is responsible for billing activities, performing general bookkeeping, and maintaining financial reports. The Staff Accountant reports to the Controller.

Position Summary

The Staff Accountant ensures that client billings are delivered on-time and GL entry / reconciliations are completed accurately and in a timely manner. The Staff Accountant ensures that all transactions comply with SOC1 Audit Controls, as well as GAAP.

Position Responsibilities

- Prepare and distribute billing
- Maintain financial reports, records, and general ledgers
- Prepares disbursements for review and approval of all client related activities
- Prepare and distribute accurate monthly Accounts Receivable reports in a timely manner
- Premium reconciliations, research, consolidated statements and carrier notifications for various clients
- Monitor all Accounting Department emails to assure they are responded to within 24 hours
- Perform SOC1 Controls
- Prepare and disburse all COBRA remittance and refunds
- Draft client termination and late notices
- Assist clients with billing inquires
- Create ACH initiations and verify proper support
- Support Controller and client accounting manager with various audits of large clients

Essential Qualifications & Skills

- Bachelor's Degree in Accounting
- 1-5 years' experience
- CPA or MBA a plus
- Understands and solves problems, versus just following daily instructions
- Performs tasks independently
- Pays attention to detail
- Adapts to policy changes quickly, as needed

- Executes multi-client deliverables at various monthly due dates consistently & accurately
- Experience in and knowledge of Microsoft Office applications, bank treasury websites and data analysis
- Cooperates, work and communicates with coworkers, supervisors, subordinates and external contacts
- Uses good judgment in all situations, consistently
- Works at a fast pace as needed while maintaining quality results
- Adjusts as needs arise without compromising deadlines

Benefit Allocation Systems, LLC is an Affirmative Action and Equal Opportunity Employer M/F/D/V. BAS will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. For questions, please contact the BAS Affirmative Action Officer at 610-992-2520.