Adjusters International-MBC, LLC., a Public Adjusting company offering insurance consulting services to residential, commercial, and governmental and nonprofit policyholders, is offering a part-time (approximately 10-20 hours per week) to assist with accounting and data entry/gathering, organizing, and business income claim preparation related to property insurance claims. This position will be working with diverse data sources, including financial statements, third party invoices and intercompany transactions. This position will be under the direct supervision of a CPA and is ideal for candidates seeking experience for CPA licensure or their CFF credential.

Main Job Tasks and Responsibilities

Accounting Assistant
- Prepares and posts accounts receivable, receipts, invoices, billing statements
- Prepares deposits, reconciles bank accounts
- Works with QuickBooks
- Prepares and posts accounts payable
- Audit and proof expense accounts
- Prepare and posts payroll reports, fee reports and report data in PayChex
- Co-ordinate and maintain company credit card(s)
- Files and maintains accounting records and reports
- May audit and proof accounting or other reports for clerical accuracy
- May proofread and post operations progress or other reports and make a monthly summary or recaps of such reports as needed
- Receive, sort and distribute incoming mail
- Data entry
- Verify accuracy of amounts listed on documents
- Perform research

Claims Assistant
- Analyze and data entry of financial information for Business Interruption claims
- Analyze and data entry of forecast activities for Business Interruption claims
- Analyze and data entry of inventory, contents, and pricing

QUALIFICATIONS AND SKILLS:
- Accounting experience a must, education in accounting a plus.
- Must be a self-starter, able to work in a team environment
- Must be detail-oriented
- Able to work in a fast-paced environment
- Competent computer skills including MS Office, Acrobat
- QuickBooks experience an advantage
- Students who have completed Business Statistics or are otherwise familiar with regression analysis an advantage

We offer our Interns:
- Professional work environment
- Well established company
- Flexible schedule/ variable remote days

Please send resume and cover letter by e-mail to careers@ai-mbc.com