



Employment Advertisement

POSTED: February 15, 2012

**Full-Time Billing/ Enrollment Administrator
(Burlington, Iowa)**

Employee Benefit Systems is seeking a highly proficient individual to fill a ***Billing/ Enrollment Administrator*** position. This position's primary responsibility is to the EBS billing/enrollment department, and includes the monthly service billing/enrollment of each member company for the administration of various services including health, dental, vision, flex, and voluntary products. Other duties may include the reconciliation of bank statements and month-end reporting responsibilities. Additional duties may be required as assigned.

Generous benefits package includes competitive salary, health and dental insurance, retirement plan, plus much more.

Applicants who meet or exceed the above criteria should send their resume and a completed application (download at: www.tworiversfinancialgroup.com) to:

Two Rivers Insurance Company
ATTN: Human Resources
P.O. Box 746
Burlington, IA 52601

Applications may be requested and resumes may also be submitted by emailing: employment@tworiversfinancialgroup.com.

***Two Rivers Insurance Company is a proud member of Two Rivers Financial Group
AA/EEO/M/F/D/V***