



# Employment Advertisement

**POSTED: April 15, 2013**

## **Accounts Receivable and Client Services Representative**

*Begin your career now with Employee Benefit Systems!*

**Employee Benefit Systems** is seeking a highly proficient and organized individual to fill an Accounts Receivable / Client Services position. This position is responsible for the monthly billing and enrollment of our member clients and for receiving payment from clients, applying payments into our billing system, preparing bank deposits, making bank transfers online, preparing monthly receipts and disbursement reports. This position will also be responsible for preparing, auditing, and reconciling client billings as well as enrolling employees.

A high degree of mathematical interest and aptitude, detail orientation, and prior working knowledge of accounting software are all essential for this job. The successful applicant will be a quick learner, have good problem solving abilities, and will be a customer service expert. Prior accounting experience and education is preferred.

This full-time position qualifies for a generous benefits package including competitive salary, health, dental, and vision insurance, eligibility for 401k and ESOP retirement plans, plus much more.

Applicants interested in working for a customer-focused and rapidly growing employer should send their resume and completed application (download at [www.tworiversfinancialgroup.com](http://www.tworiversfinancialgroup.com)) to:

Employee Benefit Systems  
Attn: Human Resources  
214 N. Main Street  
Burlington, IA 52601

Or send your application and resume to: [kaugustine@tworiversins.com](mailto:kaugustine@tworiversins.com).

*Employee Benefit Systems is a proud member of Two Rivers Financial Group  
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