



Commissions Analyst

SUMMARY:

Assist in handling all functions of commissions, advanced and as earned, for sales organizations and individual field agents

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Processes daily advances to agents through the automated financing system in accordance with the financing agreements
- Answers phones, chats, and emails and assists in obtaining information requested by agents and managers
- Loads advance codes to new agent records
- Loads and maintains bank information records for direct deposits of agents
- Assists in processing exceptions to standard financing in accordance with manager requests upon approval
- Counsels agents regarding account information on 1099's
- Calculates commissions on old and new policies for replacements. Adjusts new policy accordingly by coding a DU trailer for adjusted commission rates
- Prepares entries necessary to void and issue credit balance checks for commissions
- Coordinates the mailing and special handling (tax levies, etc.) of agents' statements and checks
- Balances "Agent Unknown" and "Commission Default" accounts for all companies
- Prepares special month-end deposits for fees and reimbursements
- Makes miscellaneous accounting entries
- Handles recovery of lead costs from agents for field management
- Provides back up for all duties of other members of the Commissions team
- Conducts Company business in accordance with all applicable laws, regulations and contractual obligations. Behaves ethically and with integrity and always follow the principles of the Code of Conduct when making business decisions.

EDUCATION, WORK EXPERIENCE and TRAINING REQUIREMENTS:

- High school diploma or equivalent
- 2-3 years' office experience, preferably in a Marketing, Finance or Customer Service oriented position with significant exposure to computers.

- **REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
 - A friendly, positive, learning-oriented attitude.
 - Good telephone and communication skills
 - Ability to meet daily deadlines with interruptions
 - Proficient in Microsoft Office software, File Explorer, and ability to quickly learn other computer based programs.

WORKING CONDITIONS, PHYSICAL and MENTAL REQUIREMENTS: The working conditions, physical and mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.