



Accounting Assistant

Company: Cove Risk Services, LLC

Location: Braintree, MA (On-site)

Job Type: Full-time

Pay: \$50,000.00 - \$60,000.00 per year

About Cove Risk Services, LLC

Cove Risk Services, LLC is the exclusive administrator for six self-insurance groups, providing workers' compensation coverage to more than 4,000 businesses across Massachusetts and New Hampshire. The company is recognized for responsible underwriting, competitive pricing, and exceptional customer service.

Position Summary

We are seeking an entry-level **Accounting Assistant** who is responsible for accurately processing, recording, reconciling, and maintaining assigned accounting source data in the general ledger and applicable workers' compensation systems for each self-insurance group as well as assigned account reconciliations and other functions associated with the accounting function for the self-insured companies. Please note that this is not a remote position.

Responsibilities include but are not limited to:

- Daily posting of any accounts receivable payments received from various sources
- Daily Processing of payment files for claims to multiple sources
- Supporting claims with voids and vendor changes
- Allocating and keying Accounts Payable invoices bi-monthly
- Maintaining accurate EFT records for incoming & outgoing EFT processes
- Coordinate running & mailing various monthly mailings such as invoices, late notices, commission checks, etc.

Qualifications

- Three to five years' experience as an accounting assistant or similar role.
- High school diploma required, associate degree or coursework in accounting, finance, or business preferred.
- Working knowledge of basic accounting principles, including debits and credits, general ledger activity, accounts payable, accounts receivable, and bank reconciliations.
- Proficiency with Microsoft Excel, Outlook, and Word - Required.
- Strong attention to detail, ability to multi-task, and strong organizational, communication and follow-up skills.

Schedule

- Full-time
- Primarily on-site office schedule

Benefits:

- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance