

Accounting Assistant

Vizance is an independent insurance agency with multiple locations throughout Wisconsin and a history of rapid growth. We are currently looking for an Accounting Assistant to perform a variety of accounting, bookkeeping, and general office administration tasks in our corporate headquarters in Hartland.

What you'll do:

- Provide accounting and clerical support to the Accounting Department
- Enter financial transactions into agency database
- Assist with agency receivables and company payables
- Research accounting discrepancies
- Assist throughout the company as needed

What we're looking for:

- 2-3 years of related experience in a service business (insurance agency experience is a definite plus)
- Familiarity with basic accounting procedures
- Extreme accuracy and attention to detail

Why Vizance?

- **Award-Winning Culture.** Recent awards include Top Workplaces (Milwaukee Journal Sentinel), Best Places to Work (Milwaukee Business Journal), Future 50, Fastest Growing Firms.
- **Competitive compensation package with benefits.** Benefits include medical, dental, vision, disability, life insurance, 401(k) with company match.
- **Outstanding growth opportunities.** Our history of strong growth allows for opportunities across all of our departments.
- **Professional development.** We embrace continuous learning and provide assistance with continuing education credits. Training is provided
- **Community involvement.** Vizance provides opportunities for our associates to get involved with a variety of causes.
- **Other perks.** Casual Dress on Fridays, unlimited coffee, monthly lunches, a coaching program, and a paid day off on your birthday are some of the other "extras" that you'll find with us.

Contact us at careers@vizance.com or learn more at www.vizance.com.

