

Company Name Vanguard Specialty, LLC

Company Address 1101 E. Jackson Street

City Tampa State FL Zip 33609

Company Website www.vanguardspecialty.com

Company Description

Vanguard Specialty is a managing general agent specializing in underwriting and marketing of innovative Professional Liability insurance programs on a nationwide basis. We provide specialized coverages for professionals including, but not limited to, attorneys, architects, engineers, & accountants

Representative Name Stephen van Wert

Phone ( 813 ) 999-8090 Email stephen.vanwert@vanguardspecialty.com

Position Title Accounting/Operations Manager

Description of Responsibilities

See additional info. page

Required experience

The candidate must be computer savvy, very organized, task oriented, ability to direct and supervise, and have a sense of urgency, while maintaining high attention to detail and accuracy. Prior insurance agency experience is not necessary, but would be very helpful.

Minimum requirements:

BS degree in Accounting or Finance, or meaningful prior experience in related fields.

Location of the position Tampa, FL (or St. Petersburg, FL may be considered for right candidate)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary Info See additional info. page

Date Available 02 / 12 / 2021

How to inquire about this position:

Email stephen.vanwert@vanguardspecialty.com

*Send Completed Form to:* Ray Scotto, Executive Director, TMPAA • Email: [ray.scotto@targetmkts.com](mailto:ray.scotto@targetmkts.com)

### ***Accounting Operations Manager***

A well-qualified candidate for the position of Accounting Operations Manager will have a background in accounting and operations management for an insurance agency. The candidate will handle the management of various aspects of the 10 employee agency, including human resources and benefits, guiding and helping our existing bookkeeper with various insurance agency accounting functions, review and preparation of month-end financial statements, performing periodic reviews of our financials, handling our agency and individual general lines and surplus lines licensing on a nationwide basis, handling our risk purchasing group licenses for all states, guiding an assistant in handling the filing of surplus lines taxes, etc. Prior experience with AIM software from Vertafore would be a major plus.

The position will be located in our Tampa office. However, our St. Petersburg office location may be considered for the right candidate.

### **Qualifications and Requirements**

The candidate must be computer savvy, very organized, task oriented, ability to direct and supervise, and have a sense of urgency, while maintaining high attention to detail and accuracy. Prior insurance agency experience is not necessary but would be very helpful.

Minimum requirements are:

- BS degree in Accounting or Finance, or meaningful prior experience in related fields.

### **Compensation and Benefits**

Depending on prior experience and skill set, it is expected that this position will be compensated at \$20-\$30 per hour. A comprehensive benefits plan is available. Benefits include paid medical, dental, disability, life insurance, paid holidays, and paid vacation time for salaried positions.

### ***About Vanguard Specialty***

Vanguard Specialty is a managing general agent specializing in underwriting and marketing of innovative Professional Liability insurance programs on a nationwide basis. We provide specialized insurance coverages for professionals including, but not limited to, attorneys, architects, engineers, and accountants.

Opportunities for employee growth and advancement are available. Training and continuing education are available as well.

For more information, please visit [www.vanguardspecialty.com](http://www.vanguardspecialty.com).

### **Inquiries:**

Stephen S. van Wert

[stephen.vanwert@vanguardspecialty.com](mailto:stephen.vanwert@vanguardspecialty.com)