

LARRY SALEM



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Hollywood, FL 33021

PROFESSIONAL SUMMARY

Detail-oriented and analytical **Benefits Accounting Analyst** with 3+ years of experience in benefit plan administration and financial reconciliation, including union and non-union plans. Proven track record in managing complex accounting tasks related to COBRA, FSA, HSA, Life, and Disability insurance. Adept at handling audits, ensuring compliance, and producing high-accuracy financial and analytical reports. Proficient in SAP HRIS systems and advanced Excel functions including VLOOKUPS and pivot tables.

SKILLS

- Benefits Accounting & Reconciliation
- Union & Non-Union Plan Administration
- General Ledger Reconciliation
- COBRA Administration & Audits
- Interface Error Validation & Vendor Management
- Data Analysis & Reporting (FSA, HSA, Payroll)
- Financial Audits & Regulatory Compliance
- Microsoft Excel
- Communication with Internal & External Stakeholders

EDUCATION

Birmingham-Southern College
Birmingham, AL • 05/2020

Bachelor of Arts: Liberal Arts

Nova Southeastern University
Davie, FL • 05/1995

Master of Science: Organizational Leadership

WORK HISTORY

Bizcare Health Benefits, LLC - Account Manager

Sunrise, FL • 10/2019 - 04/2025

- Managed accounting and administration for medical, dental, vision, life, disability, FSA, HSA, and COBRA plans for both union and non-union employees.
- Reconciled benefit payments with General Ledger, maintaining a log of pending adjustments and coordinating resolutions with Auditors, Controllers, and Management.
- Oversaw weekly interface transmissions to vendors and validated error reports; updated vendor portals with required adjustments.
- Prepared COBRA payment deposits and generated divisional cost center documents for employer-subsidized COBRA expenses.
- Led benefit-related audits, coordinating across Legal, Accounting, and External Auditors to gather data, analyze discrepancies, and recommend corrective actions.
- Addressed and resolved internal and external benefit inquiries using Plan Documents and SPDs.
- Supported benefits updates, open enrollment, mergers, acquisitions, and new union plan implementations.

Salem Financial Services - Licensed Health Insurance Agent

Fort Lauderdale, FL • 01/2012 - 10/2019

- Answered inbound calls from existing and future policyholders to answer inquiries and discuss insurance options.
- Educated prospective clients on the benefits of various health insurance options, effectively matching them with suitable plans that met their unique needs.
- Performed needs analysis to obtain information required to make appropriate health insurance product recommendations.
- Assisted clients in understanding complex insurance policies, ensuring they made informed decisions when selecting coverage options.
- Maintained up-to-date knowledge of industry trends and regulatory changes, providing accurate advice to clients and staying ahead of competitors.