Incentive & Reconciliation Analyst (Strong Excel Skills Required) – REMOTE

Remote · US · Full-time · **$39–44/hr**

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Location: Fully Remote - United States
Salary: $39-$44/hour + $650/Month Wellness Stipend + $5,000 Annual Bonus
Benefits: 138 Hours of PTO, Paid Holidays, 401K w/ Match, $650/Month Wellness Stipend
Job Type: Full-Time
Core Hours: M-F, 10am-4pm ET required plus flextime = 37.5-40 hours/week
Start Date: ASAP
Sponsorship: Not available
Travel: Once Annually for Team Building

Incentive & Reconciliation Analyst (Strong Excel Skills Required) – REMOTE Description

Our client in the insurance industry is looking for an **Incentive & Reconciliation Analyst** to join their fully remote team. In this role, you will manage incentive and bonus calculations, data reconciliation, financial reporting, and related analytics to ensure accurate and timely processing of incentive programs. This is an Excel-heavy financial operations and reporting role, rather than a traditional data analyst position, with a strong focus on incentive administration. The ideal candidate will have a background in accounting or financial analytics, advanced Excel skills, and experience reconciling data and researching discrepancies. To be successful, you must be highly organized, detail-oriented, and able to independently manage priorities and meet deadlines. This is a great opportunity to join a company known for its **excellent remote work culture, long-tenured employees, and supportive team environment**.

Incentive & Reconciliation Analyst (Strong Excel Skills Required) – REMOTE Responsibilities

- Manage recurring incentive programs, including setup, calculations, reconciliation, & processing
- Calculate new business, book transfer, and other incentive bonuses based on contractual terms
- Apply business logic from contracts to determine incentive eligibility and payment amounts
- Maintain incentive program requirements, eligibility criteria, schedules, and documentation
- Prepare incentive calculations and payment files for review and process approved distributions
- Reconcile data across multiple sources, research variances, and resolve discrepancies
- Validate carrier data files and support carrier onboarding and ongoing data maintenance
- Prepare recurring reports, analyze data, and respond to routine reporting requests
- Collaborate with carriers, field personnel, Accounting, and internal teams to resolve data issues
- Support users with reporting inquiries and troubleshoot data-related questions
- Document procedures and identify opportunities to streamline recurring processes

Incentive & Reconciliation Analyst (Strong Excel Skills Required) – REMOTE Qualifications

- Bachelor's degree is required
- 3+ years of accounting or financial analytics experience are required

- Advanced Excel skills, including VLOOKUP, HLOOKUP, and PivotTables, are required
- Experience performing data reconciliations and researching variances is required
- Strong analytical skills, problem-solving abilities, and attention to detail are required
- Strong interpersonal and communication skills for partner collaboration are required
- High-speed internet connection & ability to participate in regular video meetings is required

Apply: https://twonice.hire.trakstar.com/jobs/fk0zaue/?apply=true

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