

HAWKSOFT MANAGED ACCOUNTING

Professionally Managed Insurance Accounting



Introducing Insurance Accounting Automation

Insurance accounting takes time and attention to detail. HawkSoft Managed Accounting is changing the way modern insurance agents do bookkeeping. Our certified professionals understand the interplay between insurance bookkeeping, agency management systems, and carriers. They will relieve your agency of essential accounting tasks, giving you the peace of mind knowing your books are managed correctly and on time.



Improve the accuracy and timeliness of your accounting by taking advantage of proven processes and certified bookkeepers trained on insurance accounting.



Regain valuable time to focus on high-impact activities like servicing policyholders, building meaningful relationships with your clients, community outreach, marketing, and sales.



Refocus your agency's hiring on insurance talent (producers, CSRs, account managers) instead of back-office operations like bookkeeping and accounting.



Scale your resources with no obligation to pay salaries or benefits.



Alleviate the headache of bookkeeping churn. No hiring, training, or managing of accounting staff.

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Managing my agency is so much easier with HawkSoft Managed Accounting. The team ensures our trust and operating accounting, direct bill commissions, and payroll are done correctly and on time. They review our monthly expenses and find creative ways to save money. Their team is part of our agency family, and we can't imagine doing our accounting without them.

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— Robert and Jennifer James,
Pacific Northwest Insurance
Kirkland, WA



Certified Experts: QuickBooks Online ProAdvisor, HawkSoft Agency Management System

Service Menu

Ask about bundle pricing.

Service	Elite	Preferred	Essentials
Commission Reconciliation			
Maintain and update commission tracking spreadsheet	✓	✓	
Reconcile all downloaded statements	✓	✓	✓
Obtain commissions statements from carrier websites	✓		
Reconcile all statements sent to HMA		✓	✓
Reconcile agency bill items	✓	✓	<i>if requested</i>
Request missing statements from agency	✓	✓	
Inform agency of missing policy information	✓	✓	✓
Prepare and send reports	<i>advanced</i>	<i>basic</i>	<i>basic</i>
Trust Accounting			
Receipt customer payments/process deposits in QuickBooks	✓	✓	
Reconcile and pay company payables	<i>daily</i>	<i>weekly</i>	
Provide weekly A/R and A/P reports	✓	✓	
Reconcile trust bank account	✓	✓	✓
Provide commission/agency fee transfer information to agency	✓	✓	
Provide monthly trust validation report	✓	✓	
Provide discrepancy information to agency			✓
Provide bank reconciliation report to agency			✓
Operating Accounting			
Receipt income	<i>daily</i>	<i>weekly</i>	
Record vendor payables	<i>daily</i>	<i>weekly</i>	
Record payroll journal entry (if not using Intuit integrated payroll)	✓	✓	
Process payroll (using third party provider); upload retirement, HSA contributions, etc.	✓	✓	
Reconcile operating bank account	✓	✓	✓
Reconcile credit card statements	✓	✓	✓
Provide Profit & Loss Statement and Balance Sheet at month end	✓	✓	
Work with client's CPA to prepare for year end	✓	✓	
Provide discrepancy information to agency			✓
Provide bank reconciliation report to agency			✓

Additional Services

Payroll

- Process payroll on your schedule
- Payroll processing through full-service provider
- Wage reconciliation report (quarterly)
- Update new or terminated employees

Bank Reconciliation

- Reconciliation report
- Notes on entries that appear incorrect or need further review
- Corrections report returned to your agency to be fixed

Sign Me Up →

Bundle pricing available.



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