

State Farm Account Manager Job Description

- Manage all accounts, including those of other agencies and departments within his/her agency
- Ensure that all financial transactions are completed properly and on time
- Prepare monthly reports and submit them to the appropriate supervisor or department head
- Maintain accurate records of all transactions
- Participate in the making of budgets, both quarterly and annually
- Keep informed of current market trends and develop new business opportunities
- Be familiar with state laws and regulations governing the sale of insurance products
- Work closely with representatives from various insurance companies regarding their needs
- Provide assistance to agents working under you
- Follow up on claims and adjusters' requests
- Handle other responsibilities that may be assigned by management.