Job Title: Senior Account Manager, Contract Surety

Company: BOSS Bonds Insurance Agency (a subsidiary of General Indemnity Group)

Location: Boston, MA.

Working Style: This is a hybrid, in-office role. We are not considering fully remote candidates.

Education: Bachelor's degree preferred

Salary: $60,000–$85,000, based on experience and licensure

Requirements: 4-6 years surety account manager experience; Active Property & Casualty (P&C) license;

About BOSS Bonds

BOSS Bonds Insurance Agency is a specialized surety agency within General Indemnity Group, focused on delivering high-quality contract and commercial bond solutions to contractors nationwide. We pride ourselves on a strong team culture, high standards of service, and a commitment to developing our people.

Position Overview

We are seeking an experienced Senior Account Manager – Contract Surety to take real ownership of a book of contractor bond accounts from day one. This is not an entry-level or purely support-focused role — we're looking for someone who already brings strong organization, sound judgment, and professionalism to the table, and who is ready to work directly with underwriters, clients, and our internal team as a peer.

Key Responsibilities

- Be a resource for contract bond producers, facilitating communication between customers, producers, agents, and our surety market partners
- Accurately and efficiently execute bid bonds and performance bonds;
- Input data in Salesforce, track the status of requests, and bill clients and agents correctly
- Independently manage a portfolio of contractor accounts — including bid, performance, payment, and miscellaneous bonds — with accuracy and minimal oversight
- Take a lead role in building and maintaining direct relationships with surety markets and underwriters on behalf of assigned accounts
- Own payables and collections activity tied to your book of accounts
- Prepare and review general indemnity agreements and related documentation
- Verify contractor references and track project status for bonded work
- Serve as a go-to resource for newer team members on process questions and best practices, with the expectation that this mentorship role grows more formal over time
- Identify and lead improvements to team workflows, documentation, and systems

Qualifications

Required:

- Based in (or willing to relocate to) Boston, MA
- 4-6 years Surety Account Manager experience
- Active Property & Casualty (P&C) license
- Demonstrated ability to execute bonds accurately, communicate with markets, read and analyze financial statements, WIP schedules, and AR reports
- Strong attention to detail, organizational skills, and sound independent judgment
- Professional written and verbal communication skills, including comfort speaking directly with underwriters and clients
- Proficiency in Microsoft Office (Excel, Outlook, Word)

Preferred (and reflected in starting compensation):

- Bachelor's degree
- Background in insurance, finance, banking, or a related analytical field
- Experience in a client-facing account management role
- Familiarity with Salesforce or similar CRM systems

Why Join BOSS Bonds

- Meaningful ownership and real responsibility from day one — not a purely support role
- Collaborative, in-person, team-first culture
- A defined growth path toward team leadership, with compensation that scales alongside it
- A company that invests in employee development and long-term success