

Job Summary

The Finance division oversees Risk Management. In this role, you will provide risk management and insurance program guidance and support to internal clients and interacts with representatives of insurance companies, brokers, and other external parties in carrying out department responsibilities.

What You'll Be Doing

- You will gather, analyze, and prepare information and ad hoc reports required for insurance policy renewals, audits, cost allocations, loss trends, budgeting, etc.
- You will evaluate insurance policy quotes and participates in negotiating coverage and pricing with insurance company representatives and brokers.
- You will analyze and define potential loss exposures and recommends appropriate types and amounts of insurance.
- You will interpret insurance policy provisions to verify accuracy of policies issued, evaluate coverage applicable to losses, and provide coverage guidance to internal clients.
- You will develop and administers effective insurance claim reporting and adjustment processes and provides oversight of investigations, negotiations and settlements.
- You will facilitate issuance and delivery of certificates of insurance and automobile insurance ID cards.
- You will process insurance premium payments and audits.
- You will maintain department's corporate practices, documentation, work instructions, filing, and record retention.

What You Need to be Successful

Minimum Requirements Level III:

- Bachelor's degree from an accredited program
- Typically, 4-6 years of experience
- Experience working for property/casualty insurer or broker, corporate risk management department, or related field.
- Strong computer skills, especially Microsoft Office Suite including Excel.
- Understanding business processes including accounting, budgeting, contracts, and legal.
- This position may require the ability to obtain and maintain a security clearance, which is issued by the US government. U.S citizenship is required to obtain a security clearance.

What You Need to be Successful

Minimum Requirements Level IV:

- Bachelor's degree from an accredited program
- Typically, 6-8 years of experience
- Experience working for property/casualty insurer or broker, corporate risk management department, or related field.
- Strong computer skills, especially Microsoft Office Suite including Excel.
- Understanding business processes including accounting, budgeting, contracts, and legal.
- This position may require the ability to obtain and maintain a security clearance, which is issued by the US government. U.S citizenship is required to obtain a security clearance.

How You Can Stand Out

It would be impressive if you have one or more of these:

- Master's Degree from an accredited program
- ARM or CPCU or related designations
- Government contractor experience

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