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# Example of Claims Assistant Job Description

Our innovative and growing company is looking to fill the role of claims assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for claims assistant

* Enters new claims in the claim system
* Reconciles claims files, payments and prepares standard and summary reports
* Prepares claim payments and billing statements
* Reconciles claim payments and supports the preparation of standard and ad hoc management reports through information verification, proofreading, assembly and other related activities
* Updates claim forms and procedural manuals
* Works on other special projects as needed
* Researches and follows up on customer complaints and inquiries
* Provides clerical/administrative support
* Composes and prepares routine correspondence and presentations
* Schedules and coordinates meetings and maintains calendar

## Qualifications for claims assistant

* Develops basic understanding of claims guidelines
* 1 year of prior administrative experience needed
* 1 year in a clerical support role
* On impacted/disputed claims, timely communicate with Claims Manager or review of claim issues and status
* BS degree in Finance, Accounting or Business Administration, or equivalent combination of education and experience
* 1-3 years of experience in finance or accounting preferred