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# Example of Reinsurance Analyst Job Description

Our company is looking for a reinsurance analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for reinsurance analyst

* Participate in the implementation of new reinsurance treaties and treaty amendments as needed
* Provide end to end thought leadership for the monthly reinsurance administration billing process
* Lead the claim recovery process from 3rd party Reinsurance companies within strict business and SOX control governance to ensure all paid/unpaid recoveries are accurately reflected in the general ledger
* Reconcile monthly reports with membership data and payments
* Take proactive steps to identify project critical path
* Identifies gaps and process improvement
* Triages and troubleshoots user-reported system defects
* May assist management in the quarterly and annual evaluation of team members
* Prepares and presents detailed business cases for review by management and corporate steering committees
* Develops standards and protocols for project deliverables of all departmental team activities to ensure quality and timely delivery of documents

## Qualifications for reinsurance analyst

* Leads efforts to evaluate the acquisition of 3rd party software
* Minimum five years analytical and data processing experience with experience on large-scale business analysis or development projects and proven leadership abilities
* Possess an understanding of health industry data elements, and understanding of how elements are used within departmental processes
* Strong understanding of regulatory requirements essential to supported functional area
* Possess a very high level of subject matter expertise in a functional area, which may require expertise in benefits, claims adjudication, provider or employer contract administration, member and provider demographic management, and/or call center administration
* Ability to conceptualize, and design new methods for practical application