



Example of Claims Administrator Job Description

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Our growing company is searching for experienced candidates for the position of claims administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for claims administrator

- Issuance of debit interest claims in accordance with internal land regulatory deadlines and specifications (ISITC, ...)
- Handle all kinds of verbal and written correspondence received from Brokers, Funds Managers, Distributors, Fund Promoters
- Actively participate to the daily chasing process and maximization of credit collection efficiency with 3rd liable parties
- You will ensure daily relevant completeness of the Interest claims Database (updates of record & relevant documentation/correspondence)
- Monitor the receipt of interest claims payments in interaction with the Reconciliation department
- Pass relevant accounting entries for the booking of interest claims amounts
- Handling of periodical outstanding or escalation reporting
- Manage portfolio of multi-state workers' compensation claims (current and run-off programs)
- Responsible for reviewing workers' compensation claims, collecting relevant facts surrounding the circumstances of the claim, and assisting with making the initial determination of claim type (reportable or first aid)
- Assist with promptly processing workers' compensation claims received, ensuring all documentation and investigations are completed and submitted

Qualifications for claims administrator

- Experience in basic accounting functions may be beneficial, but not essential
- Work with assigned claims administrator on claim status throughout the “life” of the claim
- Review and approve workers’ compensation reserves and settlements proposed by the third party administrator and strategizes on claims management approaches
- Provide written analysis and recommendations for workers’ compensation reserves and settlements to supervisor
- Manage first aid claims processing, including proactive communications