



# Example of Claims Analyst Job Description

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Our company is searching for experienced candidates for the position of claims analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for claims analyst

- Billing policies and procedures
- Responsibility for the production and distribution of reports and data sets for all lines of business
- Monthly/Quarterly experience reports for specific clients
- Create and analyze monthly/quarterly MI reports
- Ability to create reports on multiple systems and with multiple applications
- Recommend and implement systems enhancements for reporting purposes
- Liaise with Underwriters and Financial Analysts to manage reporting expectations
- Train and develop other team members
- Ensure TCF functions are completed in a timely manner
- Ensure accuracy of TCF reporting

## Qualifications for claims analyst

- Must have a comprehensive understanding of the SAP ERP functionality and downstream impacts to payroll results
- Must be able to read payroll clusters with a deep understanding of retroactivity
- Bachelor's degree in business or accounting (or related field) and 5 years' experience in Payroll
- Must have a minimum of 3 years' experience in SAP Payroll, Time & Benefits Module

