



Example of Insurance Risk Analyst Job Description

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

Responsibilities for insurance risk analyst

- Manage all claims covered under the Workers Compensation & US Auto Liability insurance and provide information on open claims to support forecasting and provisions
- Maintain accurate records for the department, both physically and electronically
- Coordinate timely issuance of certificates of insurance for all lines of insurance Auto ID cards and maintain corresponding database up to date
- Assist the Director with the preparation of premiums allocations
- Oversee the accounting for the department, including payment of premium invoices for all lines of insurance and collaborates with the Tax Departments to ensure tax compliance
- Respond to day to day inquiries and provide assistance to address various risk related concerns
- Manages Subpoenas and DOI Complaints companywide, coordinating with staff, Legal and Broker/Service Team to ensure timely handling and/or referral to Counsel, as needed
- Manages the Workstation Ergonomic Assessment Program by maintaining data in AlliantNet and coordination of assessments with staff, carrier Loss Control, Human Resources, Corporate Facilities
- Organizes and participates in corporate audit processes, captures results and creates and presents audit reports
- Maintains AlliantNet secured Legal Beagle site, including E&O data, Legal Actions data, Insurance Program/Policy data, Legal/E&O Payment data, Subpoenas, Regulatory Actions, and DOI Complaints

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- Ability to identify risk management gaps and issues and provide solutions for the management, measurement and mitigation across Financial & Insurance Risk
 - Excellent interpersonal and communication skills, oral and written communication, negotiating and claims resolution, interviewing and interrogation, independent planning and time management abilities
 - Proficient with Microsoft suite of programs and applications
 - Accounting designation (CPA – CMA, CA, CGA, CFA)
 - Programming experience with data extraction/mining tools such as SAS and SQL is considered an asset
 - Working knowledge of Microsoft Access is considered an asset