

## Finance Job Function

### Claims Loss Administrator IV

Grade: 58

Job Code: F1058P

Job Family: Insurance

Job Family Matrix: [Insurance \(Finance\) Matrix](#)

#### Summary

Responsible for the identification, evaluation, and protection against key risk exposures at the University, as well as any necessary loss mitigation related to such exposures.

#### Core Duties

- Implement loss funding/risk financing/insurance programs
- May function as subject matter expert and/or project lead
- Responsible for property and casualty insurance claims control services, investigations, and settlements
- Develop reporting and conduct data analysis to identify trends and mitigate risk
- Analyze data to evaluate key risk exposures; assess loss potential and recommend solutions
- Work in cooperation with University colleagues and resources to implement safety and loss prevention policies, procedures, best practices and training
- Provide staff mentoring and training
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 7 years' relevant work experience

#### Additional Qualifications and Skills

- Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced excel skills
- Advanced knowledge of insurance principles and regulations
- Demonstrated experience with financial systems and data query tools

#### Certificates and Licenses

- Associate in Risk Management (ARM) or Chartered Property Casualty Underwriter (CPCU) preferred

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting
- May be required to travel to other sites across the University