

Finance Job Function

Claims Loss Administrator V

Grade: 59

Job Code: F1059P

Job Family: Insurance

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

Summary

Plan, implement, and administer risk management loss programs.

Core Duties

- Assess short and long term risks to the university
- Function as a subject matter expert or project lead on risk management
- Identify opportunities to improve upon risk management measures
- Evaluate current suite of risk financing solutions
- Provide conceptual and practical guidance to internal constituents regarding risk management and loss financing solutions
- Responsible for monitoring external service providers to optimize performance and quality of deliverables
- 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 8 years' relevant work experience

Additional Qualifications and Skills

- Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Financial analysis and project management skills
- Advanced knowledge of insurance principles and regulations

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