

Premium Auditor

Assigned Risk and Audit Department
Reports to the Premium Audit Manager

Job Description

Responsible for performing accurate and timely physical audits in connection with all types of auditable commercial lines policies.

Company Profile

Alaska National Insurance Company is a multi-line commercial insurer servicing businesses in the western United States for over three decades. We provide businesses with financially secure protection from risk, supported by the highest quality in customized policyholder services. We offer career paths in Underwriting, Claims, Loss Control, Audit, Assigned Risk, Information Technology, Accounting and Administration. Alaska National is a financially "A" rated company with over 200 employees in Anchorage, Seattle, San Francisco and Boise.

Alaska National Insurance Company provides a strong benefits program which includes 401(k) program, and profit sharing. We provide medical, dental, vision, life and disability insurance, as well as paid leave and holidays.

General Responsibilities

- Make audit appointments
- Verify accuracy of policy classifications and insured records
- Prepare, summarize and submit audits in accurate and timely manner
- Advise audit and appropriate departments of unusual matters or changes in operations that have been discovered during audit
- Submit monthly work summary and expense reports
- Be aware of rule or procedure changes as they relate to audit function
- Give assistance to policy holders to permit complete and accurate premium audits
- Assist in training Premium Auditors and Premium Audit Trainees as requested

Minimum Requirements

- High school graduate, college degree preferred
- Working knowledge of Commercial Lines/Workers Compensation classifications and rules
- Background and knowledge of basic accounting principles
- Must be able to work independently
- Must be able to travel regularly
- 10 Key, typing and basic computer skills
- Good organizational and communication skills