

Premium Auditor Trainee

Assigned Risk and Audit Department
Reports to the Premium Audit Manager

Job Description

Provide a talented individual a unique opportunity to apply their education and to extend their knowledge base into the diverse areas of commercial insurance. The Premium Auditor Trainee's focus will be to learn all aspects of premium auditing while working directly with our experienced auditors. As knowledge base increases, responsibilities will include performing accurate and timely physical audits in connection with all types of auditable commercial lines policies.

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
- Available to work outside normal business hours due to varying workload and/or company business requiring travel.
- Perform other duties as assigned.

Professional Development

Continuing education, certification, and professional development is recognized by Alaska National Insurance Company as being a great value to the employee, the client, and the Company. As such, Alaska National encourages incumbents in this position to seek the Associate in Premium Auditing (APA) designation.

Minimum Requirements

- Bachelor's Degree in Finance, Business, or related field preferred
- Background and knowledge of basic accounting principles preferred
- Ability to work independently
- Above average time management skills, capable of prioritizing workload to meet deadlines
- Must be able to travel regularly to various cities in Alaska
- 10 Key, typing and basic computer skills
- Above average MS Excel skills, ability to write and combine complex formulas
- Good organizational and communication skills