

Clerical Audit Assistant

Audit Department, Anchorage
Reports to the Audit Manager

Job Description

Responsible for maintaining an organized and efficient work flow in the Audit Department.

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, Walnut Creek, Orange County 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

- Log in and distribute mail from auditors, brokers and insureds
- Scan audit documents, contractor's credit notifications and applications into Retriever
- Set up Test and Interim audits in Audit Tracking; monitor and update Audit Tracking System as required
- Maintain an effective suspense system
- Log out and mail completed audits
- Maintain policy cancellation/reinstatement status and set up for audit as required
- Notify underwriters and brokers of overdue audits
- Prepare audit packets on expired and canceled policies for auditors
- Maintain audit ordering log and distribute audit requests
- Maintain Word Processing documents to prepare monthly work status reports
- Miscellaneous clerical duties supporting the audit department

Minimum Requirements

- High School graduate
- Type 30 wpm accurately
- Working knowledge of Word Processing
- Working knowledge of Excel
- Ability to work independently
- Good organizational and communication skills
- Six months prior office experience