

## Premium Audit Reviewer

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Assigned Risk and Audit Department  
Reports to the Assigned Risk and Audit Supervisor

### **Summary and Purpose**

Responsible for reviewing complex physical audits and calculating premium on auditable commercial lines policies.

### **General Responsibilities**

- Review physical and cancellation audits for accuracy of payroll, sales and classification information submitted by auditors or policyholders.
- Calculate and bill the final policy premium after the submitted audit has been reviewed
- Review and bill monthly interim audits
- Make referrals to underwriting on pertinent information found during the review process
- Assist brokers and policyholders with questions concerning audit billings
- Report Workers Compensation Statistical data in accordance with NCCI requirements
- Assist Premium Audit Processors with reviewing interim and voluntary audits
- All other duties as assigned

### **Minimum Requirements**

- High school graduate
- 40 wpm typing & 10 key
- General understanding of accounting principles
- One year prior office experience, preferably insurance related
- Computer literate

### **Attributes**

- Demonstrates above average problem solving skills
- Well organized and detailed oriented
- Excellent verbal, written communication skills
- Ability to work independently