



Accelelevant Premium Audit		Job Description
Affiliates & Subsidiaries		July 2019
Job Title: Premium Auditor - Field Trainee	Salary Band: Open	
Full Time: Yes	Location: Nationwide	
Department: Audit	Company: Accelelevant Premium Audit	

Job Description

Responsible for conducting quality and timely premium audits on various size accounts. This employee is the center of the organization in providing the customer with professional audits in a timely manner. Will report to the Manager of Premium Audit.

- Provide customers with Audits that meet the Company Standards per requirements.
- Prepares completed audit reports, regardless of size or complexity, to the customer within the required time service agreed upon.
- Ensures quality audits performed through proper risk classification and exposure based identification.
- Completes reports on all audits conducted and transmit completed audits to meet company timeline requirements.
- Complete all necessary reports and administrative tasks in a timely manner.
- Must complete target billable hours per week
- Will work to complete the PAAS TAP Program in first 12 months of hire, APA 91 at 18 months of hire, and APA 92 at 24 months of hire.
- Works to develop audit skills that include a complete knowledge of NCCI Worker's Compensation Manual rules, classifications, terminology, and interpretation sections. In addition, has a complete knowledge of ISO CGL Manual Rules.
- Completes field ride with mentors

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and /or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to document examination findings and prepare reports using a personal computer.
- Proficient in ability to convey and exchange oral and written information of a specialized nature.
- Excellent written and verbal communication skills.
- Identifies and resolves problems in a timely manner. Ability to multitask and meet constant deadlines.
- Demonstrates professionalism and maintains high level of discretion.

Job Supervision Duties:

This employee does not have any supervisory duties.

Working Conditions: Some travel may be required (4-8 nights). Approximately 50% of work is in the field, with 30% write up time, 20% training/study time.

Education/Experience: Bachelor's degree (B.A. or B.S.) from four-year College or university in Business, Finance, Accounting, Mathematics, Psychology, Computer Science, Communication or other related Business fields is preferred.

Technical Skills: Excel, Microsoft Word, Typing and 10 Key proficiency are required.

For more information, contact:

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