

Insurance Specialist

Riggs, Counselman, Michaels & Downes (RCM&D), one of the nation's largest independent insurance, risk management and employee benefits consulting firms, is seeking an experienced Insurance Specialist in Towson, Maryland.

SUMMARY OF POSITION:

Responsible for processing of payments to item based insurance carriers accurately and timely.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Support the Insurance Payables team in adhering to the payments policy established with the carriers
- Prepare remittance for company payables
- Research any discrepancies from carrier notifications involving the CSR where applicable
- Maintain delinquent premium list
- Work with CSR and A/R report to ensure payment from insured in timely manner

ADDITIONAL JOB DUTIES:

Additional duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS TO SUCCESSFULLY PERFORM THE ESSENTIAL JOB DUTIES:

Must possess strong interpersonal skills in written and verbal communication, planning and analysis

KNOWLEDGE AND SKILLS IN:

Ability to accurately perform basic mathematical calculations.

Knowledge and skills in effective use of office equipment, primarily computer, telephone, fax machine, copier and calculator.

Grammatically proper speaking and writing skills to effectively communicate with customers and insurance companies.

OTHER QUALIFICATIONS:

Certificates, Licenses, Registrations requires to successfully perform the essential job functions.

PHYSICAL DEMANDS REQUIRED TO SUCCESSFULLY PERFORM THE ESSENTIAL JOB DUTIES:

- Ability to lift 20 pounds
- Repeated use of sight to read documents and computer screens
- Ability to sit for long periods of time
- Repeated use of hearing and speech to communicate on telephone and in person
- Walking, bending, sitting, reaching and stretching in all directions
- Repetitive hand movements, such as keyboarding, writing and operating calculator

Please send salary history, cover letter and resume to
bsmith@rcmd.com

RCM&D offers flexible scheduling, competitive compensation and excellent benefits.

No Phone Calls, Please.

EOE