

# NEW YORK COMPENSATION INSURANCE RATING BOARD

## **Job Ad**

**Title:** Auditor

**Supervisor:** Manager-Field Services

**Location:** Rochester & surrounding counties

## **About the New York Compensation Insurance Rating Board:**

The New York Compensation Insurance Rating Board (NYCIRB) is a non-profit, unincorporated association of insurance carriers, including the State Insurance Fund. Licensed as a rate service organization, NYCIRB collects losses, premium and payroll data from carriers, summarizes and analyzes the data and develops an adequate structure for workers compensation insurance carriers in the state of New York. The Home office is located in Manhattan while field auditors and inspectors are located throughout the state of New York. NYCIRB offers excellent benefits including a 401 K matching program and a pension program.

## **Position Summary:**

The Auditor is responsible for the premium verification of an employer's business operation to ensure that the employer is charged the correct premium. The Auditor must be able to effectively communicate to employers and their representatives for the purpose of the audit. Working in the field, an auditor must be a self-starter and work with minimal supervision.

## **Essential Functions:**

- Schedule and conduct audits as assigned in a timely and professional manner.
- Interview employers and/or their delegates to gather the required information to perform an audit.
- Review the employer's accounting records, which includes payroll records, contracts and tax reports.
- Reconcile payroll amounts with employee data and identify the names of subcontractors.
- Perform a visual inspection of the employer's business operations and inform the Underwriting Department of possible classification changes.
- Summarize payroll information by classification, apply the proper rate, calculate premiums and compare audit results to the carrier's audit.
- Where re-classifications are made, work with employers to make the necessary adjustments.
- Provide comments concerning the premium verification and reason(s) for differences between the NYCIRB audit and the carrier audits.
- Maintain a productivity standard of a minimum of 5 audits per week.
- Provide assistance and guidance to other auditors as required.
- Submit weekly production reports.
- Provide monthly status reports of all outstanding audits.
- Attend and participate in the annual conference.
- Other related duties as assigned.

## **Qualifications:**

- An accounting background is highly desirable.
- Ability to handle large complex audits while applying rating criteria is necessary.
- 2-3 years relevant experience is desired.
- Ability to work independently with limited supervision.
- Excellent computer skills, including proficiency in the Microsoft Office suite is highly desirable.
- High level of organization is required.
- Ability to communicate professionally both verbally and in writing with employers, their representatives and internal staff alike.
- Ability to travel with own car (expenses reimbursed) and work remotely or from home is mandatory.
- High degree of personal integrity and responsibility are a must.