CREDIT ANALYST I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
REVENUE RECOVERY
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, THIS ENTRY LEVEL POSITION WILL OVERSEE THE MANAGEMENT OF DEFAULT AND UNINSURED EMPLOYER ACCOUNTS. WILL BE RESPONSIBLE FOR LESS COMPLEX CASES AND ACCOUNTS. THROUGH FORMAL AND INFORMAL TRAINING ACQUIRES AN UNDERSTANDING OF WORKERS' COMPENSATION LAWS, RULES AND POLICIES, CREDIT MANAGEMENT PHILOSOPHIES, PRACTICES, FORMS AND PROCEDURES, WILL MANAGE A SIGNIFICANT NUMBER OF EMPLOYER ACCOUNTS DETERMINED TO HAVE LOW TO MEDUIM CREDIT RISK. THIS POSITION WILL BE RESPONSIBLE FOR ADMINISTERING THE STANDARDS, METHODS, LAWS AND FORMS UTILIZED BY THE REVENUE RECOVERY UNIT. THE CREDIT ANALYST I WILL COMMUNICATE DIRECTLY WITH REPRESENTATIVES FROM FINANCIAL ACCOUNTING, FIELD COMPLIANCE, EMPLOYER COVERAGE AND LEGAL SERVICES TO ENSURE THAT ALL ACCOUNT ACTIVITIES RELATED TO THE EMPLOYER ARE COMPLETED TIMELY AND THAT EMPLOYER INFORMATION IS COMMUNICATED IN THE PROPER MANNER. THIS POSITION WILL ALSO NEGOTIATE PAYMENT OPTIONS WITH EMPLOYERS, ANALYZE FINANCIAL INFORMATION FROM THE EMPLOYER IN ORDER TO DETERMINE THE COLLECTION STRATEGY APPLICABLE TO AN INDIVIDUAL ACCOUNT AND DECIDE CREDIT MANAGEMENT TACTICS BASED ON SOUND JUDGMENT AND COMPLIANCE WITH APPLICABLE RULES AND PROCEDURES. WILL PLAN AND DIRECT MEETINGS WITH EMPLOYERS TO RESOLVE AREA OF NON-COMPLINACE. THIS POSITION WILL PROVIDE TESTIMONY IN CIVIL COURT PRECEEDINGS. OTHER RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH A DEGREE IN ACCOUNTING, FINANCE OR A RELATED FIELD.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE

AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED COLLEGE EDUCATION.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN COLLECTIONS, FINANCIAL ANALYSIS AND/OR ACCOUNTING.

SALARY: PAY GRADE 012 $26,160.00 - $48,396.00

DEADLINE: JUNE 03, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120059 ON APPLICATION