

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 MEDIUM 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-COMPLIANCE. THIS POSITION WILL PROVIDE TESTIMONY IN CIVIL COURT PROCEEDINGS. 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

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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: FEBRUARY 17, 2013

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

PLEASE INCLUDE POSTING NUMBER INS130024 ON APPLICATION