



Job Title: Premium Auditor I
Department: Premium Auditor
Reports to: Premium Audit Manager

Position Summary:

Responsible for conducting workers' compensation premium audits both remotely and at the insured's location or independent accounting firm in a timely and cost effective manner. This position also serves as a resource to other departments on Workers' Compensation rules, regulations and classifications.

Essential Functions:

- Schedule and conduct audits of selected policies by obtaining records both remotely and by traveling to insured's place of business to examine, verify, and record pertinent data from financial records to determine premium basis and classification
- Review policyholder operations to include business ownership, change of exposure, claims, NCCI classifications and application of NCCI rules
- Summarize information from audit work papers and prepare complete audit reports for submission
- Review premium audit summaries by comparing information on audit work papers against policy provisions to ensure accuracy of final audit billings
- Assists insureds, agents, underwriters, marketing, and other service personnel in understanding the audit process through explanation of audit procedures
- Analyze and conclude disputed audit inquiries from policyholders and agents

Job Qualifications

Education:

Bachelor's Degree from an accredited college or university.

Experience:



Minimum of one to four years of direct experience and/or formal training in a related field (e.g. insurance, premium auditing, accounting)

Two years of workers' compensation or premium auditing experience is preferred.

Required Skills/Abilities:

- Attention to detail and accuracy
- Strong analytical and problem-solving skills
- Math skills
- Organization skills are a must including time management, scheduling, and ability to prioritize work
- Ability to partner with internal and external stakeholders
- Ability to build and maintain relationships across the business and corporate departments
- Excellent communication skills, both written and verbal
- Ability to conduct business professionally and positively
- Ability to take feedback positively to make corrections or changes for improvement
- Must have a vehicle for field travel (mileage reimbursed at government rate), a valid driver's license, and insurance
- Ability to travel within assigned territory

Specialized Knowledge, Licenses, etc.:

- Preferred APA, CIC, CPCU, etc. designations

Demonstrated proficiency in:

- MS Office (Word, Advanced Excel, Outlook)

Values and Mission:

Adheres to New Mexico Mutual's values and mission by demonstrating Service Excellence, Trust, Ownership, One Team and Boldness in thought and action.

Positive Attitude:

Develops and maintains positive working relationships with team members, customers, co-workers and management by demonstrating effective communication and collaborative skills.

Working Conditions:



- This position requires regular driving on company business. The employee is required to maintain a satisfactory driving record, a valid driver's license, proof of in-force automobile insurance coverage and authorization and release of driving records to permit the company to check the individual's driving record, at the time of hire and periodically thereafter, as a condition of employment.
- **NEW MEXICO MUTUAL** maintains general office conditions with light physical demands.
- Employees of **NEW MEXICO MUTUAL** adhere to all safety rules and regulations including building security.
- Employees participate in ensuring safe and efficient operating conditions that safeguard employees and facilities.
- **NEW MEXICO MUTUAL** maintains a drug free environment, drug testing prior to employment as well as upon a work-related accident.
- Exposure to VDT screens.