

Richard Meyers & Associates, Inc.

Contact Person: Christine Emmolo, Sr. Recruiter

E-mail Address: cemmolo@rmainc.com

Phone: 908-279-8000 ext. 113

Company Website: www.rmainc.com

Position Title: Sr. Risk Analyst

Opportunity Location: Arlington, VA

Preferred Qualifications:

Qualified candidates will have a Bachelor's degree in Business Administration, Risk Management or Accounting/Finance. In addition, the ideal candidate should have 3+ years experience in the risk management field. Candidates must be detail oriented, have strong MS Excel skills as well as outstanding verbal and written communication skills.

Position Responsibilities:

- Assist in the annual insurance renewal process by compiling underwriting submissions, reviewing and analyzing quotes and developing premium allocations.
- Review all documentation to ensure all policies are being administered in an accurate fashion.
- Prepare the annual budget of premium and loss allocations for all existing properties; update and prepare variance analysis as requested
- Maintain the budget templates for other internal departments; review final budgets for accuracy.
- Ensure the schedule of locations is accurate and complete.
- Liaise with Accounting to ensure premiums, deductibles and loss reserves are properly reflected in the accounting records.
- Assist in the creation of various communication vehicles such as manuals, internal web pages, and job aids.

**Please send your resume to Christine Emmolo at cemmolo@rmainc.com.*