

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Risk Management Administrative Analyst

EFFECTIVE DATE: 12/2024

DEPARTMENT: Financial Services

LEVEL:

POSITION SUMMARY:

The Risk Management Administrative Analyst assists the Director of Benefits & Risk Management as well as other finance department employees in areas of Risk Management for Property, Liability, and Workers' Compensation Insurance Program.

This position will focus on efficiencies in the office and customer service for internal and external requests.

CREDENTIALS & EXPERIENCE:

- Bachelor's Degree in Business preferred or minimum significant relevant experience in a business environment, to include church or other not-for-profit.
- Excellent customer service skills and extreme attention to detail.
- Excellent written, verbal, interpersonal communication skills.
- Basic Accounting knowledge
- Self-Starter; shows initiative, work without regular supervision.
- The ability to quickly analyze a situation and develop an action plan in conjunction with the Director of Benefits & Risk Management and Finance Office Staff.
- Possess a collaborative, team-based approach to work.
- Possess a strong work ethic with the ability to maintain strict confidentiality.
- Knowledge of the Catholic faith and its structures important.
- A willingness to expand knowledge of property and liability insurance, contract law, and risk management.
- Participation in the review of active property casualty claim adjudication.
- Participation in the annual acquisition of property casualty program and review of Third-Party Administrator execution to contract.

REPORTS TO: Director of Benefits & Risk Management

DUTIES & RESPONSIBILITIES:

- 1.* Exercises discretion and judgment when assisting with compliance within the administration of outside legal counsel and broker researching complex questions.
- 2.* Assists with the preparation of the annual property and casualty insurers' comprehensive policy applications.
- 3.* Assists with the preparation of annual billings for Property and Liability.

- 4.* Exercises discretion and judgment in preparing communication to business managers, priests and principals on matters involving benefits and risk management.
- 5. Manages periodic bulk mailings.
- 6.* Assists with the maintenance of the Employee Benefits & Risk Management pages of the resources.catholicaoc.org website and periodic Finance Office Update mailings.
- 7.* Assists the Director in arranging on and off-site meetings, to include preparation of materials and occasional in-person participation.
- 8.* Assists the Director in preparing materials for the review of various committees.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

SUPERVISION RECEIVED:

Works under the direction of the Director of Benefits & Risk Management

SUPERVISION EXERCISED: None

TERMS OF EMPLOYMENT:	Salary	7 hours per day	35 hours per week
	260 days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature	Printed Name	Date
Supervisor Signature	Printed Name	Date