



**Insurance Fund Manager, Grade 26
Montgomery County Government
Department of Finance
Rockville,MD**

Salary Range: \$69,337 - \$115,099

The Department of Finance is responsible for the financial administration of the County government, including accounting and payroll, debt and cash management, tax billing and revenue collection, economic and revenue forecasting, and risk management. The Division of Risk Management provides risk management programs and services to County departments and agencies, including Workers' Compensation, Automobile and General Liability claims processing, training and consulting in occupational safety and health, and consulting services for insurance and risk matters. There is a vacancy for an Insurance Fund Manager position in the Division of Risk Management. The Insurance Fund Manager will include but are not limited to:

- providing support in the financial and statistical analysis of the County's Self Insurance Fund
- providing oversight and management of the financial operations for the Fund including preparation and submission of the Fund's portion of the budget for the Self-Insurance Program
- managing and administering the contract for actuarial services and evaluation of actuarial results for Fund management and budget purposes
- overseeing the accounting documentation and trends for the claims payment process for over \$50 million in annual claims payments resulting from liabilities of the County's Self Insurance Fund
- reviewing and analyzing the annual actuarial study conducted by contracted actuary

The position will provide analysis including benchmarking with other self-insured public entities, will work with the various data elements of the Risk Management program including using the County's Risk Management Information System and Third Party Contract Claims Administrator data bases to develop and distribute reports, including information to explain County Departments' and agency members' performance and results tied to all claim types.

The position will support projects and initiatives, researching, providing and explaining data, as required and developing forecasts and outlooks for future goals. This position provides technical and reporting assistance as well as data analysis to participating agencies and County departments in the allocation of insurance charges. The position reports directly to the Division Chief and is a manager providing advice regarding strategic planning, multi-year fiscal planning and policy development.

This position requires the ability to communicate effectively with senior level management, including department directors and the leadership of agencies participating in the self-insurance program. This position requires the ability to attend meetings or perform work at locations outside the office.

A criminal background and credit history check will be conducted on the selected candidate prior to appointment and will be a significant factor in the hiring decision.

MINIMUM QUALIFICATIONS

Experience: Thorough (five (5) years) applicable experience in the financial or business administration field including one (1) year in the self-insurance industry.

Education: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Business or Public Administration, or related field with a major in Accounting; or graduation from a recognized school of accounting.

Equivalency: An equivalent combination of education and experience may be substituted.

Montgomery County Government offers competitive salaries and excellent benefits.

To view the complete job announcement and to apply, please visit our website at <https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html>

and click on the "Search for Jobs at MCG" tab.

Read the full job description under the "**General Professional**" Job Category.

The requisition number is **IRC47175**.

Interested candidates must create an online account in order to apply.

This Recruitment will close on January 29, 2021

All resume submissions must address the preferred criteria for the position, which are listed in the full advertisement, preferably in a separate section of the resume.

Applicants are strongly encouraged to review the Resume Preparation Tips listed under the "Resources" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.