



**Insurance Risk Analyst  
Montgomery County Government  
Department of Finance, Division of Risk Management  
Rockville, MD**

**Minimum Salary: \$70,119**

The Montgomery County Self-Insurance Program, established under County Code 20-37, and administered by the [Department of Finance](#), provides comprehensive property and casualty insurance for the County and participating member agencies. The program provides accurate and timely insurance and risk management advice to County departments and participating agencies and reduces County and participating agency exposure to risk by comparing the cost of commercially available coverage to evaluate the best method of funding exposure to loss; transferring contractual risk under indemnification/hold harmless agreements; avoiding risk; and purchasing commercial insurance policies.

The Department of Finance is seeking a candidate for the [Insurance Risk Analyst](#) position in the Department of Finance, Division of Risk Management, reporting to the Insurance Manager. This position is responsible for reviewing County contracts and other types of agreements including, but not limited to, leases, easements, Memorandum of Understanding, and Right of Entry agreements, for transfer of risk and the development of indemnification provisions.

**The position requires:**

- Thorough knowledge of commercial insurance coverages and limits, bonds, and other similar instruments.
- Ability to analyze Certificates of Insurance for contract required insurance and indemnification compliance (non-insurance transfer).
- Ability to analyze contractual scope of work to determine potential risks to determine insurance and similar financial instruments to limit County risk.
- Ability to manage high volume, concurrent projects, and deadlines.
- Ability to interpret analyses, financial statements, laws, regulations, policies, and procedures associated with risk management and avoidance.
- Ability to develop and make improvements in procedures, forms, and records.
- Interpersonal skills to establish and maintain effective working relationships with County staff, County managers at all levels, and contractual staff.
- Ability to communicate and negotiate proficiently orally and in writing to multiple audiences and organizations.
- A strong customer-service focus is key, as the position has significant interaction with both inside and outside colleagues and acts as a subject matter expert related to contractual risk transference and indemnification for the County. Position may be telework eligible after training is complete.

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.

For information about Montgomery County Government's comprehensive benefits package, please visit the [MCG Total Rewards](#) webpage and check out our competitive benefits!

**MINIMUM QUALIFICATIONS**

**Experience:** Thorough (3-4 years) applicable experience in the insurance and risk management, legal, or finance industries with a strong focus on contractual risk transference.

**Education:** Graduation from an accredited college or university with a bachelor's degree in accounting, Business or Public Administration, Insurance, or related field.

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

## Preferred Criteria

**There are no preferred criteria for this position.** Applicants who meet the minimum qualifications will be added to the eligible list and may be contacted for an interview. Preference will be given to candidates with the experience below. Taking the time to address these areas in your resume is recommended.

1. Evidence of thorough knowledge of insurance coverages and limits, bonds, and other similar risk transfer instruments.
2. Experience analyzing Certificates of Insurance for contract required insurance and indemnification compliance.
3. Evidence of ability to analyze contractual scope of work to determine potential risks to determine insurance and similar financial instruments to limit County risk.
4. Evidence of experience interpreting analyses, statements, laws, regulations, policies, and procedures associated with risk management and avoidance.

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 IRC60010.**

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

This Recruitment will remain open until October 11, 2023

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 "Career Resources" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.