

JOB DESCRIPTION

I. POSITION: Junior Accountant & Claims Administrator

II. REPORTS TO: AP/Month-end Lead

III. JOB SUMMARY: Responsible for processing claims according to approved FSD policies and processing of vessel metrics, vessel delays and cost allocations.

IV. JOB TASKS:

Responsibilities:

Claims Administrative Duties;

- Log/file all claims and related paperwork
- Maintain claims numbers and files
- Draft claims notices
- Collect all necessary claims documentation
- Coordinate with insurance brokers, legal council, claims adjusters and surveyors
- Coordinate the review and approval of claims payments
- Update and maintain reserve requirement spreadsheet
- Assist with creating processes and protocols on Claims which will create efficiencies with other departments
- Provide other departments with information on how to minimize claims costs, how to potentially prevent claims and how to contractually shift liability exposure where possible
- Work closely with finance team to ensure all claims payments are efficiently managed and tracked
- Work closely with CFO to ensure overall Claims processes align with corporate objectives and all risks related to claims are mitigated

Data Processing – Vessel Processes;

- Vessel metrics review and entries into CMSII
- Completion of activity sheets from each vessel
- Completion of vessel billings within 5 business days from vessel sailing
- Star Port entry of data on vessel production
 - Entry of data into CMSII
- Hatch books
 - Entries of data into CMSII
- Responsible for creating processes and efficiencies that will allow smooth submission of vessel billings for payments to customers. This is to be completed with the assistance from the Director of Operations and should be aligned with other departments to ensure the process covers everything appropriately
- Create vessel file folders
- Print and file all pertinent information regarding upcoming vessels
- Complete daily analysis of switch crew operations
- Complete weekly Agri Schedule B ancillary allocations

Additional Requirements

- Must obtain and maintain Transportation Security Clearance (“TSC”) under Transport Canada’s Marine Transportation Security Clearance Program.

We welcome applications from those eligible to work in Canada and request that a covering letter and resume be sent to careers@fsd.bc.ca with the position name in the subject title. We kindly request no phone calls as all considered applicants will be contacted directly.