

CAREERS



JOB TITLE:
Claims Analyst

FLSA:
Non-Exempt

DEPARTMENT:
Securities Class Actions

REPORTS TO:
Director of Shareholder Services

SUMMARY:

Responsible for managing the settlement claim process on behalf of our institutional investor clients. Job duties include formatting trade data in Excel, preparing and submitting settlement claim packages, corresponding with external settlement administrators, controlling disbursement of funds, and tracking and reporting on all steps in this process. Strong organizational and time management skills are required to plan, complete, and document work independently.

QUALIFICATIONS:

- Bachelor's degree and 3+ years of related experience, or equivalent combination of education and work experience.
- Ability to maintain detailed financial records; facility with numbers.
- Ability to format large datasets in Excel and use Excel formulas; knowledge of other data analysis tools a plus.
- Ability to organize and prioritize tasks and complete them under strict time constraints.
- Ability to communicate and work well with a variety of people.
- Familiarity with, or willingness to learn about, publicly traded investment instruments and corporate actions.

ESSENTIAL DUTIES:

"Essential duties" are primary job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Take ownership of the entire claims submission process with limited supervision.
- Read and interpret documentation of external claims administrators to determine claims submission requirements.
- Prepare settlement claim documents according to specifications of external claims administrators, including formatting securities trade data in Excel.
- Draft correspondence to clients to request necessary information.
- Monitor Securities Claim e-mail inbox throughout the day and take appropriate action, including processing and responding to claims deficiency notices, and corresponding with external claims administrators as necessary.
- Manage funds disbursement process, including incoming check receipt, external administrator correspondence, record keeping, check submission to Accounting for deposit, and coordination of disbursements to clients.
- Prepare monthly and quarterly settlement claim activity reports in Excel and Word routinely and upon request.
- Maintain detailed and accurate records for all activities related to settlement claim submission, claim processing, Outlook correspondence, and check disbursements.

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position.

WORKING CONDITIONS:

Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer.