



## SOMPO INTERNATIONAL

Sompo International Holdings Ltd. (Sompo International) is a specialty provider of property and casualty insurance and reinsurance, established in March 2017 as the result of the acquisition of Endurance Specialty Holdings Ltd. by Sompo Holdings Ltd. (Sompo).

Sompo's core business encompasses one of the largest property and casualty insurance groups in the Japanese domestic market. In addition, Sompo is engaged in the provision of insurance services as well as other related services through its global network of businesses operating in 32 countries around the world.

Sompo International is the international operation and a wholly owned subsidiary of Sompo, which trades on the Tokyo Stock Exchange. Through our operating subsidiaries, Sompo International underwrites agriculture, professional lines, property, marine and energy, and casualty and other specialty lines of insurance and catastrophe, property, casualty, professional lines, weather risk and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those who matter most: our people. Sompo International's headquarters is in Bermuda and we currently have offices in the United States, the United Kingdom, Continental Europe, and Asia. At Sompo International, a shared commitment to integrity, teamwork, agility, execution, and excellence define our culture, and we strive to create exceptional value for our clients and shareholders and maintain Sompo International as a desirable place to work.

We are seeking entry level **Claim Payment Technician** for our **Purchase, NY** office. The Claim Payment Technician is responsible for maintaining the electronic Claim Payment Inquiries Inbox, customer service support, handling voided transactions, enter/allocate Claim Refunds, address daily payment exceptions report, assist with FedEx special handling payments to clients and other ad-hoc projects as assigned. The Claim Payment Technician will report into the Payments Team Leader and will interact with both internal and external clients.

### **Responsibilities include:**

- Address daily payment exceptions report and assist with data entry of SAP Business Partner changes/updates
- Assist with FedEx Special Handling payments to our clients
- Handle voids and claim refund transactions. Ensure voids/stop payments are handled in a timely manner to avoid duplicate payments. Enter and allocate cash receipts for claim refund transactions.
- First point of contact for Claim Payment Inquires and compose responses/solutions to routine inquires and decide which items can be escalated to the Manager
- Reviewing daily system reports to ensure data matches up with bank files
- Assists in tracking issue log for SAP BP & FSCD with regards to the Claim Payment process
- Assisting management with special projects (e.g. 1099 reporting, Vendor Master consolidation, creating stats and KPI's)



## **SOMPO INTERNATIONAL**

### **Desired Skills & Experience**

- Entry Level Position: 0-3 years of Accounts Payable experience
- Must have proficiency with Microsoft Office Suite, Expert Level Excel Skills Required (Pivot Tables, V-Lookups, etc.)
- Basic understanding of accounting procedures, internal and external reporting and variance analysis
- Excellent verbal and written communication skills
- Ability to work in a fast paced team environment with rapidly changing priorities and demands.
- Desired personal qualities include: energetic, resourceful and hardworking
- Agile minded- must have ability to multi-task and build business partnerships with corporate departments
- Successful candidates will be self-motivated, highly organized and able to prioritize
- Must have high level of accuracy and be detailed oriented

Sompo International offers a competitive compensation and benefits package commensurate with experience. The minimum salary for this position: \$50,000. For consideration; please e-mail your resume along with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: [broldan@sompo-intl.com](mailto:broldan@sompo-intl.com)

**Sompo International is an equal opportunity employer committed to a diverse workforce.**

**M/F/D/V**

Visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)