

POSITION DUTY STATEMENT

CLASSIFICATION Accounting Analyst	POSITION NUMBER 341-100-4582-xxx
WORKING TITLE Accounting Analyst	DEPARTMENT Insurance Operations
EFFECTIVE DATE	LOCATION Sacramento
MANAGEMENT DESIGNATION N/A	CONFLICT OF INTEREST CATEGORY N/A

SUPERVISION RECEIVED: Assistant Chief Financial Officer

SUPERVISION EXERCISED:

JOB DESCRIPTION: The Accounting Analyst is responsible for analyzing a variety of complex accounting data and the establishment, maintenance and reporting of accounting records. Although reporting directly to the Assistant Chief Financial Officer, the Accounting Analyst may receive work assignments from the Accounting Administrator 1 (Specialist) and must demonstrate a degree of independence in handling assignments.

- 35% Insurance Premiums and Receivables
- Compile weekly reports to identify and analyze the weekly premium cash receipts and the related revenues, expenses, receivables, and liabilities, and prepare journal entries to record the information in the CEA's financial system.
 - Analyze, prepare reports, and record the journal entries for unearned premium, deferred acquisition costs, and premium taxes for both the base premiums and supplemental coverages.
 - Work with member insurance companies to gather data and make studies on various problems arising in connection with differences between the amounts in the CEA's financial system and the reports from the CEA's data vendor.
- 15% Reporting:
- Create executive management monthly financial analyses, reports, graphs and charts of the CEA's investments, budgets, premiums, expenses, and financial condition.
 - Prepare financial statements in conformance with statutory regulations and Generally Accepted Accounting Principals (GAAP).
- 10% Investments
- Download daily asset listing from the CEA's investment managers.
 - Analyze and prepare investment laddering schedules for management.
 - Compile Investment Summary Report for executive management.
 - Input investment transactions into the CEA's investment accounting system.
 - Perform final reconciliations of the investment custody accounts, analyze differences, recommend corrections to management, and prepare and record custody account adjustment entries.
- 10% Bank Accounts and Cash
- Analyze and prepare reconciliation schedules for the cash bank accounts and prepare and record bank account adjustment entries.
 - Prepare wire instruction letters for electronic wire payments and transfers.

- 10% Budgets
 - a. Establishes and maintains liaisons with departmental officials and employees to ascertain their needs regarding the annual budget.
 - b. Create, update, analyze and record detailed budget information in the CEA's financial system.
 - c. Generate budget-to-actual reports, investigate material differences, recommend corrections to management, and record appropriate adjustments.

- 10% Revenue Bonds
 - a. Perform daily review of the revenue-bond trust bank accounts, analyze differences, and recommend corrections to management.
 - b. Calculate periodic interest and principal payments for outstanding bonds and prepare wire instruction letters for electronic wire payments and transfers.
 - c. Prepare monthly reconciliation schedules for the trust bank accounts and prepare and record trust account journal entries.

- 5% Serve as Backup for the Accounts Payable Function:
 - a. Receive and distribute for approval all CEA invoices.
 - b. Input invoices in Purchasing System and match to pre-approved P.O.s.
 - c. Transfer e-Requisitions to the Purchase Order (P.O.) system and general ledger system, and fax P.O.s to vendors.
 - d. Code invoices with correct general ledger account number.
 - e. Verify that service contracts agree to invoice amounts.
 - f. Review and audit Travel Expense Claim (TEC) forms for CEA policy compliance.
 - g. Post weekly check run to general ledger system, cut checks, match remittance advices with check stubs, file and mail checks.

- 5% Special duties or projects as assigned by the Assistant Chief Executive Officer or the Accounting Administrator 1 (Specialist).

I have read and discussed those duties with my supervisor

: I certify that the above accurately represents the duties of the position

Employee Signature:

Supervisor Signature:

PERSONNEL USE: This personnel transaction has been reviewed and approved by:

Personnel Analyst Signature

Date :P2

:625#
