
JOB OPPORTUNITY BULLETIN

Accounting Analyst/Associate Accounting Analyst (2 positions to be filled)

Under the general supervisor of the Assistant Chief Financial Officer, the Associate Accounting Analysts are responsible for analytical, forecasting, planning and advisory duties in the area of insurance, reinsurance, investment and GAAP accounting of the California Earthquake Authority's financial operations. The incumbent will report to the Assistant Chief Financial Officer and will also receive work assignments from the Accounting Administrator I (Specialist).

Desirable Qualifications: • Ability to work well in a team environment • Good multi-tasking and networking skills • Work independently and as a member of a group

Who May Apply: Employees currently in the classification, those who have transfer eligibility to this classification or have certification list eligibility for appointment.

Applications will be screened and only the most qualified candidates will be interviewed.

We are located one block from Downtown Plaza at the corner of 8th and K Street. Local light-rail transit stops in front of the building and we have parking available in the building.

Salary Range: Accounting Analyst \$3106-\$4670
Associate Accounting Analyst \$4610 - \$5616

Filing: Until filled. Submit a state application (form 678), resume to:

California Earthquake Authority
Administrative Services Unit
801 K Street Suite 1000
Sacramento CA 95814
(916) 325-3800

Questions about the application process may be directed Missy Hanks, Administrative Services Representative, at (916) 325-3800.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the California Earthquake Authority to achieve a drug-free CEA work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

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: Assistant Chief Financial Officer

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

- a. 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.
- b. 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.
- c. 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:

- a. Create executive management monthly financial analyses, reports, graphs and charts of the CEA's investments, budgets, premiums, expenses, and financial condition.
- b. Prepare financial statements in conformance with statutory regulations and Generally Accepted Accounting Principals (GAAP).

10% Investments

- a. Download daily asset listing from the CEA's investment managers.
- b. Analyze and prepare investment laddering schedules for management.
- c. Compile Investment Summary Report for executive management.
- d. Input investment transactions into the CEA's investment accounting system.
- e. 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

- a. Analyze and prepare reconciliation schedules for the cash bank accounts and prepare and record bank account adjustment entries.
- b. 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

Employee Signature:

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

Supervisor Signature:

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

Personnel Analyst Signature

:

Date :P2

625#

POSITION DUTY STATEMENT

CLASSIFICATION Associate Accounting Analyst	POSITION NUMBER 341-100-4588-xxx
WORKING TITLE Associate Accounting Analyst	DIVISION/UNIT 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 Associate Accounting Analyst is responsible for analytical, forecasting, planning and advisory duties in the area of insurance, reinsurance, investment and GAAP accounting of the California Earthquake Authority's financial operations. The incumbent will report to the Assistant Chief Financial Officer and will also receive work assignments from the Accounting Administrator I (Specialist).

ESSENTIAL FUNCTIONS: Incumbent must have the ability to perform the following essential functions with or without reasonable accommodations:

25% Financial Statements

- Prepares schedules and journal entries for month-end close.
- Reconciles monthly general ledger accounts.
- Prepares monthly financial statements in accordance with GAAP.

20% Investments and Debt Instruments

- Prepares monthly journal entries for CEA's Debt Instruments.
- Collects and analyzes investment information.
- Reviews investments for compliance with CEA policies.
- Serves as liaison between investment advisor, managers and custodian bank.
- Inputs investment accounting transactions into the CEA's investment accounting system.
- Reviews daily and monthly trust account balances.
- Reconciles investment manager reports to the custody bank statements and the investment accounting system reports.
- Reviews monthly custody bank fee invoices for accuracy.

15% Statutory Reporting

- Prepares quarterly and annual California Department of Insurance statutory financial statements and schedules.

10% Reinsurance

- Creates data analysis/ad-hoc reports for reinsurance information.
- Prepare Earthquake Incurred Loss Reports for reinsurance carriers.
- Analyze reinsurance data and ensure compliance with FASB 113.
- Prepare supplemental premiums and commission's reports.
- Serve as a liaison between the CEA and the reinsurance intermediary accounting departments.

CLASSIFICATION
Associate Accounting Analyst

POSITION NUMBER
341-100-4588-902

- 10% Bank Reconciliations
 - Prepare monthly bank reconciliations for all cash and investment accounts.
 - Prepare daily and monthly bank reconciliations for all trust bank accounts.
 - Analyze monthly bank fee invoices for accuracy.

- 5% Loss Accounting
 - Prepares journal entries for claims/loss accounting.
 - Tracks earthquake loss data for historical and forecasting purposes.

- 5% Audits
 - Prepares audit schedules as needed for the annual financial audit and any other audit required by an authorized state or federal bureau or department.

- 5% Budgets
 - Assists in gathering, analyzing and preparing departmental budget reports.
 - Evaluate actual expenditures to verify budget compliance.

- 5% Special projects as assigned by the Assistant Chief Financial Officer and Accounting Administrator I (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#
