

DUTY STATEMENT

Duty Statement for
Professional / Analytical Classifications

State Compensation Insurance Fund

Employee's Name (First, Last)	
Program Financial Reporting & Systems	Work Unit Accounting Services Unit
Position's Authorized Classification (and Range) Accounting Administrator I (Specialist)	Report To Accounting Administrator II
Position Title Insurance Accounting Specialist	Position Serial Number ###.###
Incumbent Appointment Classification Accounting Administrator I (Specialist)	CBID R01
<input type="checkbox"/> The incumbent is underfilling the position in the _____ classification. S/he will be given appropriate training, direction, and feedback	FLSA Status <input checked="" type="checkbox"/> Covered, Work Week Group 2 <input type="checkbox"/> Not Covered, Exempt WWG <input type="checkbox"/> E or <input type="checkbox"/> SE

PURPOSE/SCOPE:

Briefly describe or summarize the position's major functions. Why the position exists? Typically includes the following:

- Intent/Purpose of the position
- Degree of direction/supervision (Under what direction)
- Nature and level of the work

Example: Under direction (*degree of supervision*), perform the full range (*scope*) of varied, sensitive**, and complex** (*level of work*) analytical and consultative work necessary to effectively administer the program's _____ function (*reason for the position*).

** "Sensitive" and "Complex" should be defined

Under general direction of the **Insurance Accounting Manager (AA II)**, the incumbent will, independently perform the most complex, sensitive, and special assignments related to the areas of State Fund's financial reporting systems, develop processes and procedures according to Financial & Investment Services financial reporting process, coordinate the production and completion of system and manually generated highly complex financial/accounting reports, act as the lead and trainer on new systems or enhancements to existing systems, and provide leadership in accounting and analysis on fiscal-oriented system development projects. In addition,

1. Produce scheduled accounting reports and develop,
2. Develop and distribute system project plans for the Accounting Section,
3. Recommend the development of new accounting systems as well as changes to existing be in compliance with new accounting and regulatory requirements,
4. Author, monitor, review, and maintain inter-departmental Financial Reporting accounting procedures and guidelines,
6. Provide accounting and analytical support to the Accounting Unit,
7. Develop and maintain relationships with, and respond in a timely matter, to internal and external customers such as other State Fund program, auditors, regulatory agencies, other governmental agencies, reinsurance companies, and vendors,
8. Act as a project team leader and direct departmental staff on the installation and maintenance of the Financial Reporting systems,
9. Act as the Unit "Lead Person".

Supervisor's Statement: I have discussed the duties of the position with the employee		
Supervisor's Name (Print)	Supervisor's Signature	Date
Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy		
Employee's Name (Print)	Employee's Signature	Date

Duty Statement Origination or Revision Date June 4, 2026

KEY RESULTS/ESSENTIAL FUNCTIONS: Specifically describe the 3-5 Key Results (or Essential Functions) of the position in order of their importance to achieve the purpose/scope of the position.

Each Key Result/Essential Function description should have statement(s) consisting of

1	2	3
An <u>action verb</u> : What is done? Define or elaborate on common vague words (e.g., "coordinates", "monitors", "assists")	The immediate <u>object</u> of the action	The <u>reason</u> for the action: Why?

In all aspects of performing the following Key Results/Essential Functions the incumbent will

- comply with the Code of Conduct and
- maintain regular and predictable attendance and/or communication availability during working hours.

The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.

30%

1) Coordinate the production and completion of the most complex** financial/accounting reports.
(This is an essential function of the job)

- a. Ensure that reports are in accordance with standards of the Insurance Commissioner, State Administrative Manual, and established accounting principles
- b. Ensure that reports are produced and completed within scheduled time frames per the Department of Insurance, National Association of Insurance Commissioners (NAIC), the State Controller, the Department of Finance requirements
- c. Develop and maintain a report production and activity schedules including completion dates and resources
- d. Inform management of the status of the production schedule
- e. Respond timely to special requests for information/reports

** The most complex, sensitive, and special projects may include special departmental and corporate initiatives involving extensive probing, analysis and coordination of multiple factors, stakeholders and other resources. These factors determine the nature and scope of the problem and to support decision-making where the consequence of error seriously impacts various functional areas.(Incumbents demonstrate an in-depth understanding of the relationship of their financial system, technical expertise and/or project responsibilities)

25%

2) Recommend, analyze and implement financial systems development or enhancement projects as a business liaison to IT. This may include the development, installation and maintenance of automated and manual systems ensuring that internal controls are established for financial reporting and compliance with MAR (Model Audit Rule).
(This is an essential function of the job)

- a. Analyze State Fund's financial reporting requirements, and make recommendations for new or revised system changes to satisfy the accounting reporting requirements and compliance with MAR
- b. Ensure that Financial Reporting processes/systems are in accordance with the standards of the Insurance Commissioner, State Administrative Manual, established accounting principles as well as in compliance with established security and accounting audit controls.
- c. Identify, evaluate and recommend systems improvements to State Fund's existing accounting systems for financial reporting to meet the requirements for the State Fund's financial reporting requirements (claims, reinsurance, investment, premium, expenses, banking and actuarial services).
- d. Analyze legislation and make recommendations as to the impact on the State Fund's financial reporting systems/accounting for claims, premium, expenses, reinsurance, banking and investments.
- e. Analyze and evaluate software systems' applications to determine feasibility (budget and technology) for the State Fund's financial reporting/systems needs.
- f. Coordinate required accounting systems changes/updates.

- g. Identify and advise management of all pertinent accounting processes/systems .
- h. Recommend accounting requirements “sign-off” on system development projects.
- i. Provide accounting support through analysis of financial results, account balances, or interpretation of any fiscal/financial related/treaties and interpretation of the uses of the Chart of Accounts.
- j. Coordinate and assist in the implementation of accounting processes resulting from the installation of new system development projects.
- k. Ensure that new accounting system processes are in compliance with insurance accounting requirements.
- l. Attend project meetings, provide project reports and complete designated project assignments/tasks in a timely manner.

25%

- 3) Develop, implement, and maintain financial reporting guidelines, processes and procedures for financial reporting. (This is an essential function of the job)

- a. Develop and ensure that the Financial Reporting processes, procedures/controls and guidelines are documented (written), current and distributed within the Department as well as to internal and external auditors
- b. Maintain an up-to-date understanding of Statutory Accounting Principles and Procedures in order to ensure State Fund’s financial statements are prepared in accordance with those Principles and Procedures
- c. Identify, coordinate, and implement changes to the accounting/financial reporting systems to facilitate reporting format changes or new regulatory reporting changes
- d. Review the quarterly Statements of Statutory Accounting Principles each quarter to ensure a full and up-to-date understanding of the current Statutory accounting rules and of any changes that have taken place since the prior quarter.
- e. Analyze and share with the Accounting staff communications from the NAIC and DOI regarding both proposed and current accounting regulations.
- f. Ensure the Unit’s policies and procedures adhere to the current Statutory Accounting Principles and Procedures.

10%

- 4) Provide financial data and financial analyses with supporting documentation to the Accounting Manager and Program Manager on a regular basis, as well as in response to one time special requests. (This is an essential function of the job)

- a. Provide Accounting expertise and/or support to the Accounting Manager, Program Manager and to the State Fund organization as necessary.
- b. Participate on special projects as requested by the Accounting Manager or the Program Manager.
- c. Develop, document and maintain records of State Fund’s historical financial statements and reports, as well as variance analyses.

10%

- 5) Act as the primary resource and trainer on new financial reporting systems or enhancements to existing financial/ fiscal systems. (This is an essential function of the job)

- a. Act as a system resource to the Accounting Section’s staff on applicable accounting based on the regulatory reporting requirements, laws and regulations
- b. Advise and guide accounting staff on system changes and financial reporting changes resulting from and new accounting and regulatory reporting requirements
- c. Maintain a library of current instructions and procedures from the Department of Insurance, NAIC, and the State Administrative Manual (SAM)
- d. Maintain a systematic and historical inventory of financial reports and supporting documentations (audit trails) to ensure their availability and distribution throughout State Fund, the Governor, regulatory bodies, vendors and auditors, as well as throughout the insurance industry
- e. Evaluate corporate expenses/ invoices and approve for payment
- f. Develop training materials and deliver training on financial reporting and system changes and the impact of new accounting and regulatory reporting requirements

100%

REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):

KNOWLEDGE AREAS:

- Proficient knowledge of State Fund's fiscal guidelines and procedures
- Working knowledge of the business of workers compensation insurance
- Working knowledge of State Fund standard software applications

Proficient knowledge of accounting principles and procedures including:

- Insurance accounting per the Department of Insurance and the NAIC,
- State Administrative Manual (SAM), state of California rules, and
- GAAP (Generally Accepted Accounting Principles)

Proficient knowledge of State Fund's reinsurance contracts/treaties and its guidelines and procedures for reinsurance, including the organization structure at State Fund that supports the reinsurance program.

Working knowledge of the State of California's organizational structure and its functions, specifically of those agencies that State Fund interfaces with such as the State Controller, State Treasurer, Department of Finance, and the Department of Insurance.

SKILLS/ABILITIES:

- Skill to direct the application of Accounting Principles and Practices to ensure compliance with Statutory and GAAP Accounting standards
- Skill to communicate effectively one-on-one and in groups to effectively achieve business goals
- Skill to present and provide supporting documentation for research findings and results at the appropriate level of complexity given the intended audience.
- Ability to acquire, understand, apply and maintain working knowledge of the entire State Fund accounting process, and current office practices and procedures
- Ability to make independent decisions and recommendations
- Ability to analyze data, interpret laws, guidelines, technical manuals, and draw sound conclusions
- Ability to prepare clear, accurate and concise reports.
- Ability to develop and conduct training sessions
- Ability to handle stressful situations while being firm but tactful
- Ability to build rapport and function as a team player
- Ability to maintain high ethical standards and demonstrate personal integrity at all times
- Ability to establish and maintain effective working relationships
- Ability to provide quality customer service in a timely manner

WORK ENVIRONMENT:

Physical Requirements

Primarily works in office setting which may require use of personal computer and telephone; frequent light lifting, bending, reaching, carrying, and mobility to various work areas within the office and other worksites.

** This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter. **

Travel

Travel may be required.

Travel to various work sites and locations for training and/or meetings.

Emergency call backs

Not Applicable

Work Hours

Work hours may vary.