



Position Information

Employee Name:

Position Title:

Senior Financial Analyst

Program:

Treasury Program

Work Unit:

Cash Receipts Resolution Unit

Classification:

Accounting Administrator I (Specialist)

Report To:

Supervisor I (Cash Receipts Resolution Manager)

Collective Bargaining Identifier (CBID):

R01

Fair Labor Standards Act (FLSA) Status:

Covered, Work Week Group 2

Special Requirements

Conflict of Interest Designation: Yes

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.

Program Information:

The Treasury Program drives State Fund's operational and strategic financial health by managing cash resources, banking operations, and cash receipt activities. Within this program, the Cash Receipts Resolution Unit ensures incoming payments are processed, deposited, and accurately recorded. The unit researches and resolves payment discrepancies, maintains reliable financial data, and supports Treasury's mission to prudently manage cash, meet fiscal obligations, and optimize excess funds. CRRU's work strengthens financial accuracy, reduces risk, and supports State Fund's long-term financial stability.

Purpose/Scope:

Under the general direction of the Supervisor I (Cash Receipts Resolution Manager), the Accounting Administrator I (Specialist) (Senior Financial Analyst) independently performs complex fiscal work within Treasury's Cash Receipts Resolution Unit. The incumbent ensures accurate and timely processing, reconciliation, and reporting of payments; supports internal and external audit activities; and serves as a subject matter expert for system enhancements, policy development, and process improvements. Although not a supervisory role, the incumbent may act as a lead to accounting staff and collaborates with the Information Technology (IT) Department, banking partners, and internal program areas to maintain efficient operations and compliance with evolving systems, regulations, and organizational needs.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

30% Essential

- 1. Manage and oversee highly complex fiscal activities within the Cash Receipts Unit, ensuring compliance with State Fund financial policies, regulatory requirements, and internal controls. Provide operational leadership, technical guidance, and cross-functional coordination to support accurate, timely processing of all Cash Receipts transactions impacting policyholders, customers, and internal stakeholders.**
 - a. Provide guidance to Cash Receipts Analysts to ensure timely deposit and application of all check types, including premium, non-premium, Other State Coverage payments, returned checks, and payment exceptions.
 - b. Ensure all received checks are logged in the shared drive and deposited within required timelines.
 - c. Oversee daily processing of returned check payments and returned electronic payments.
 - d. Review, research, resolve, and formally approve outstanding suspense items monthly, ensuring appropriate documentation, auditability, and timely follow-up.
 - e. Review and approve collection agency payment batches, ensure payments are uploaded and applied correctly in the system.
 - f. Provide direction and clarification to Cash Receipts Resolution staff regarding deposit procedures, payment application, exception handling, and corrective actions.
 - g. Respond promptly to internal and external audit inquiries, providing complete, accurate documentation.
 - h. Lead account reconcilers in performing accurate, timely reconciliations of critical financial accounts, resolving discrepancies and ensuring in compliance.

25% Essential

- 2. Oversee daily, weekly, and monthly Cash Receipts reporting, ensuring all deliverables are prepared, reviewed, and submitted timely and accurately. Work collaboratively with business programs to support critical accounts and ensure time-sensitive activities are monitored and communicated appropriately.**
 - a. Oversee preparation, review, and timely submission of all Cash Receipts reporting, including daily, weekly, and monthly reports.
 - b. Review the Daily Deposit Report (DDR) and ensure its delivery to the Treasury Unit.
 - c. Review the Daily Cash Receipt (DCR) Report and ensure its delivery to required internal stakeholders.
 - d. Review the Daily Premium Cash Receipts (DPCR) Report and ensure its delivery to executive leadership and designated recipients.
 - e. Review weekly premium data metrics and ensure distribution to the appropriate internal stakeholders.
 - f. Review monthly suspense data and Cash Receipts-related reporting for inclusion in Treasury & Investment Committee (TIC) meeting materials.
 - g. Provide consistent project updates, communicate progress, risks, and upcoming milestones to management and impacted business partners.

20% Essential

- 3. In collaboration with Treasury leadership, develop, revise, and maintain Cash Receipts Resolution Unit policies, procedures, and guidelines to ensure accurate fiscal processing, strong internal controls, and adherence to security and regulatory requirements.**
 - a. Develop, update, and maintain comprehensive Cash Receipts policies, procedures, and guidelines supporting accurate processing and robust internal controls.
 - b. Review and revise approved unit procedures to align with current processes, system capabilities, and organizational requirements.
 - c. Communicate policy and procedure updates to staff and ensure adherence through training, monitoring, and ongoing operational oversight.
 - d. Ensure staff maintain compliance with all approved policies, procedures, guidelines, and security protocols.

20% Essential

- 4. Serve as a Subject Matter Expert (SME) and project lead for Cash Receipts Resolution system initiatives, ensuring adherence to fiscal and regulatory requirements and supporting successful implementation through documentation and staff training.**
 - a. Participate in projects related to Cash Receipts functions, attending regular meetings with IT, banking partners, and internal program stakeholders.
 - b. Provide expert recommendations and input to project teams and management on system enhancements and development activities.
 - c. Perform User Acceptance Testing (UAT) prior to the rollout of new systems and applications.
 - d. Update documentation to reflect process or system changes and train staff on new or revised procedures.
 - e. Prepare training materials for new or updated Cash Receipts processes.
 - f. Deliver training and presentations to Cash Receipts staff, MAR, auditors, and State Fund program personnel.
 - g. Provide guidance to accounting analysts and senior accounting analysts on developing effective training materials.

5% Marginal

- 5. Perform other related duties as required to fulfill the Cash Receipts Resolution Unit's mission, goals, and objectives.**
 - a. Facilitate training, presentation, and/or meetings that are related to Cash Receipts Resolution Unit.
 - b. Serve as a dedicated resource for key Cash Receipts Resolution Unit functions and handle other critical Cash Receipts Resolutions Unit assignments and/or projects as requested.
 - c. Maintain cooperative relations with those contacted in the work.

100%

Required Knowledge Areas:

- Proficient knowledge of the State Fund organization, Regional Office and Corporate functions, and business policies and practices.
- Working knowledge of workers' compensation insurance rules and regulations.
- Working knowledge of project management principles.
- Working knowledge of State Fund standard software applications.
- Working knowledge of team building and team-leading skills.

- Working knowledge of automated office equipment (e.g., copy machine, fax, personal computer, multi-line telephone, etc.) to perform duties.
- Working knowledge of time management techniques to oversee efficient prioritization and completion of work unit tasks for staff and self.
- Working knowledge of team building and team-leading skills.
- Working knowledge of business English and correspondence.
- Working knowledge of principles, practices, and techniques of personnel management and supervision to oversee the work activities of staff.

Required Skills and Abilities:

- Ability to research, analyze, and evaluate information to make and support decisions.
- Ability to analyze issues, interpret and apply laws/regulations and policies and procedures to proactively make and support decisions.
- Ability to influence others and negotiate agreements and consensus among project partners, work peers, and other stakeholders.
- Ability to manage multiple projects and tasks.
- Ability to handle high pressure situations while being firm but tactful.
- Ability to formulate policies, procedures, and workflow processes.
- Ability to develop, provide, and monitor training.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to coordinate, facilitate, and make presentations.
- Ability to communicate professionally and effectively, verbally and in writing, (including the ability to negotiate credibly and persuasively) with a variety of “stakeholders”.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to write professional and accurate reports and other communications suitable for distribution to internal and external customers.

Work Environment:

Physical Requirements:

- Incumbent works in the usual office environment.
- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.

Travel:

- Travel to various work sites and locations for training and/or meetings.
- Travel may be required.

Emergency call backs:

- Not applicable.

Work Hours:

- Standard core business hours; required start time of 7:30am or 8:00am.

Supervisor’s Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):	Supervisor Signature:	Date:

Employee’s Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):	Employee Signature:	Date: