State Compensation Insurance Fund
Duty Statement

Position Information

Employee Name:

Position Title:
Accounting Analyst

Program:
Treasury Program

Work Unit:
Cash Receipts Resolution Unit

Classification:
Accounting Officer (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 (CCRU) 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 general supervision of the Supervisor I (Cash Receipts Resolution Manager), the Accounting Officer (Specialist) (Accounting Analyst) independently performs professional accounting duties of average difficulty:

- Participate in and support system development activities and projects related to Cash Receipts Resolution and Banking activities.
- Research, analyze, and correct the discrepancies between general ledger (GL) and bank statement of Cash Receipts account and prepare monthly account reconciliation.
- Process premium checks exceptions daily through Bank Online Decision prior the deadline.
- Prepare manual bank deposit list and deposit checks before 2:00pm

- Prepare daily list of suspense items, provide weekly and monthly list of suspense items and documents to IT and Financial Reporting, and research & monitor the items contained on the monthly outstanding suspense items report. Help/Back-up Accounting Analysts on their cash receipts related functions (as needed).

  This position has no supervisory responsibilities, but may serve as a lead for accountant trainees, accounting clerical and Workers' Compensation Insurance Technicians (WCIT).

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

25% Essential

1. **Participate in and support system development, testing, and implementation activities and projects related to Cash Receipts Resolution and Banking activities.**
   a. Provide technical expertise and conduct research to compile accurate information, projected expenses and analysis to assist supervisors and managers through various project planning processes.
   b. Assist in conducting user testing and validation for State Fund specific systems.
   c. Participate in the implementation of new Treasury Department systems development activities and provide recommendations to project teams and Treasury management System, AI Initiative Projects on Cash Receipts Resolution and Banking related functions.
   d. Participate in the preparation of written reports and presentations for Treasury management based on related projects.

20% Essential

2. **Research, analyze, and correct the discrepancies between general ledger (GL) and bank statement of Cash Receipts account and prepare monthly account reconciliation.**
   a. Define/determine the issue/problem and affected parties.
   b. Conduct research and data analysis and maintain documentation.
   c. Develop recommendations/alternatives/solutions and implement as appropriate.
   d. Prepare written reports as necessary.
   e. Complete the monthly account reconciliation report within 25 business days from the date GL was received.

20% Essential

3. **Prepare daily list of suspense items, provide weekly and monthly list of suspense items and documents to IT and Financial Reporting, and research & monitor the items contained on the monthly outstanding**

suspense items report. Provide support to Accounting Analysts on their cash receipts related functions (as needed).

a. Identify and allocate received payments to the correct premium policy, claims number or ledger account.
b. If payments cannot be applied, keep in suspense account temporarily and prepare the list of payments.
c. Provide the weekly suspense list to IT and send monthly suspense list & documents to Financial Reporting.
d. Research and monitor the items contained on the monthly outstanding suspense items list and try to get the information to apply the payment properly.
e. Handle daily policyholder payments exceptions and On-Line Decision on the same day the payments were deposited into the account.
f. Coordinate with external parties and internal programs (e.g. Internal Audit and Model Audit Rule) during audits.

20% Essential

4. Prepare manual bank deposit list and deposit checks before 2:00pm.

a. Receive mail delivery, sort mail, and distribute checks to responsible party as necessary.
b. Record the checks data on PT Whitemail.
c. Prepare the Daily Deposit Report and reconcile the total deposited check quantity and amount with bank accepted check quantity and amount.
d. Monitor shared inbox and respond to inquiries/check verification requests timely.
e. Prepare Daily Premium Cash Receipts reports.

10% Essential

5. Process premium checks exceptions daily through Bank Online Decision prior the deadline.

a. Analyze and research on the exception checks in Lockbox and take immediate action.
b. Evaluate PLBX exceptions and make decisions to correct the errors.

5% Marginal

6. Perform other related duties as required to fulfill the Cash Receipts Resolution Unit's mission, goals, and objectives.

a. Perform related accounting duties as necessary to support the Cash Receipts Resolution Unit's mission, goals, and operational objectives, ensuring compliance with departmental policies and maintaining effective coordination with internal and external stakeholders.

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.
- Will occasionally involve work in the evenings.

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: