

DATE: NOVEMBER 03, 2011
INS120030
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INSURANCE FINANCIAL SPECLST 1
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
FINANCIAL CONDITIONS
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER CLOSE SUPERVISION, REVIEWS AND ANALYZES THE AUDITED FINANCIAL STATEMENTS OF SELF INSURED EMPLOYERS ON AN ANNUAL BASIS, IN CONJUNCTION WITH THE BENCHMARKS ESTABLISHED BY RULE, TO DETERMINE WHETHER AN EMPLOYER IS FINANCIALLY CAPABLE OF REMAINING IN THE SELF INSURANCE PROGRAM. DRAFTS RECOMMENDATIONS TO MANAGEMENT RELATED TO THE ANNUAL FINANCIAL REVIEW RESULTS. ASSISTS SELF INSURANCE APPLICANTS WITH THE COMPLETION OF THE APPLICATION AND SUBMISSION OF ALL REQUIRED DOCUMENTS; REVIEWS AND ANALYZES THE DATA SUBMITTED AND DRAFTS A DETAILED RECOMMENDATION TO OIC MANAGEMENT AND INDUSTRIAL COUNCIL. PERFORMS INTERIM FINANCIAL REVIEWS UTILIZING THE FINANCIAL INFORMATION SUBMITTED TO THE SEC. REVIEWS THE SEC AND OTHER BUSINESS RELATED WEBSITES TO DETERMINE IF ANY CHANGES HAVE OCCURRED TO THE STRUCTURE OF A SELF INSURED EMPLOYER (MERGER, ACQUISITION, SALE, NAME CHANGE, ETC.) THAT MIGHT AFFECT THE COMPANY'S ABILITY TO CONTINUE AS A SELF INSURED EMPLOYER. PROCESSES SELF INSURED STATUS TERMINATION REQUESTS; WORKS WITH ACTUARIAL STAFF RELATED TO CLAIM LIABILITY CALCULATIONS; ISSUES QUARTERLY ASSESSMENT INVOICES.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 24 SEMESTER HOURS IN ACCOUNTING. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH CPA CERTIFICATION, A MASTER OF PUBLIC ACCOUNTANCY OR MASTER OF BUSINESS ADMINISTRATION. PROMOTIONAL ONLY: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A DEGREE IN BUSINESS ADMINISTRATION, FINANCE, OR RELATED AREA AND

ANALYZES THE FINANCIAL STATEMENTS OF SELF INSURED EMPLOYERS ON AN ANNUAL BASIS, IN CONJUNCTION WITH THE BENCHMARKS ESTABLISHED BY RULE, TO DETERMINE WHETHER AN EMPLOYER IS FINANCIALLY CAPABLE OF REMAINING IN THE SELF INSURANCE PROGRAM. DRAFTS RECOMMENDATIONS TO MANAGEMENT RELATED TO THE ANNUAL FINANCIAL REVIEW RESULTS. ASSISTS SELF INSURANCE APPLICANTS WITH THE COMPLETION OF THE APPLICATION AND SUBMISSION OF ALL REQUIRED DOCUMENTS; REVIEWS AND ANALYZES THE DATA SUBMITTED AND DRAFTS A DETAILED RECOMMENDATION TO OIC MANAGEMENT AND INDUSTRIAL COUNCIL. PERFORMS INTERIM FINANCIAL REVIEWS UTILIZING THE FINANCIAL INFORMATION SUBMITTED TO THE SEC. REVIEWS THE SEC AND OTHER BUSINESS RELATED WEBSITES TO DETERMINE IF ANY CHANGES HAVE OCCURRED TO THE STRUCTURE OF A SELF INSURED EMPLOYER (MERGER, ACQUISITION, SALE, NAME CHANGE, ETC.) THAT MIGHT AFFECT THE COMPANY'S ABILITY TO CONTINUE AS A SELF INSURED EMPLOYER. PROCESSES SELF INSURED STATUS TERMINATION REQUESTS; WORKS WITH ACTUARIAL STAFF RELATED TO CLAIM LIABILITY CALCULATIONS; ISSUES QUARTERLY ASSESSMENT INVOICES.

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ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME
PAID EXPERIENCE IN ACCOUNTING OR FINANCIAL
ANALYSIS.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: NOVEMBER 14, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120030 ON APPLICATION

NOVEMBER 03, 2011
DIVISION OF PERSONNEL
FINANCIAL

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