INSURANCE FINANCIAL SPECLST 2
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: JOB DUTIES: UNDER GENERAL 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 THE INDUSTRIAL COUNCIL. PERFORMS INTERM 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. ASSISTS IN THE DEVELOPMENT OF TRAINING MATERIALS AND IN THE TRAINING OF SELF-INSURANCE STAFF TO ENSURE THE UNDERSTANDING OF AND PROPER APPLICATION OF LAWS, RULES, POLICIES AND PROCEDURES BY ALL UNIT STAFF. PERFORMS MODERATELY COMPLEX WORK IN THE DEVELOPMENT, CALCULATION AND IMPLEMENTATION OF VARIOUS REGULATORY ASSESSMENTS AND SURCHARGES. PERFORMS RELATED WORK.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLELGE 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.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN THE EXTERNAL AUDIT AND EXAMINATION OF THE FINANCIAL CONDITIONS AND OPERATIONS OF INSURANCE COMPANIES OR ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS AN INSRUANCE FINANCIAL SPECIALIST 1.
SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN BUSINESS ADMINISTRATION, FINANCE, OR ACCOUNTING MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS. A CPA CERTIFICATION MAY BE SUBSTITUTED FOR THE TRAINING AND THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 016 $33,036.00 - $61,128.00

DEADLINE: JANUARY 25, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS150055 ON APPLICATION