

DATE: FEBRUARY 06, 2020
INS20015
PAGE: 1

INSURANCE FINANCIAL SPECIALIST 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, IN A TRAINING CAPACITY, REVIEW INITIAL AND RENEWAL APPLICATIONS FOR LICENSURE OF PHARMACY BENEFIT MANAGERS (PBM) FOR COMPLIANCE WITH ANY AND ALL APPLICABLE STATE INSURANCE LAWS AND REGULATIONS. PREPARE ALL NECESSARY WORK PAPERS DOCUMENTING SAID REVIEW; AND PREPARE A RECOMMENDATION FOR (OR AGAINST) LICENSURE THAT WILL BE SUBMITTED TO THE SUPERVISOR FOR REVIEW AND ULTIMATELY TO THE COMMISSIONER FOR FINAL LICENSING DETERMINATION. WORK WITH OUR LEGAL DIVISION TO DEVELOP LAWS AND REGULATIONS RELATED TO THE LICENSURE PROCESS OF PBM'S. ASSIST IN THE DEVELOPMENT POLICIES, PROCEDURES AND GUIDELINES FOR THE REGULATION OF PBM'S FOR THE DIVISION. CORRESPOND WITH PBM'S ON A ONE ON ONE BASIS WHEN THERE ARE EITHER A FINANCIAL OR COMPLIANCE ISSUE THAT NEEDS FOLLOW-UP. THE FOLLOW-UP CAN INVOLVE MEETING WITH PBM MANAGEMENT OR THROUGH WRITTEN CORRESPONDENCE. ACTIVELY PARTICIPATE WITH NAIC WORKING GROUPS TO STAY CURRENT WITH PBM AND OTHER INSURANCE MATTERS. THIS IS THE ENTRY LEVEL IN THE INSURANCE FINANCIAL SPECIALIST SERIES. EMPLOYEES ASSIGNED TO THIS CLASS ARE EXPECTED TO ACQUIRE KNOWLEDGE AND PROFICIENCY IN STATUTORY ACCOUNTING PRINCIPLES (SAP). EMPLOYEES MUST HAVE A GENERAL UNDERSTANDING OF GAAP. WILL PARTICIPATE IN ON-THE-JOB TRAINING TO DEVELOP FAMILIARITY WITH WEST VIRGINIA LAWS, RULES AND REGULATIONS AND SAP ACCOUNTING PRINCIPLES AND PROCEDURES. AS TECHNICAL PROFICIENCY IS ACQUIRED, INCUMBENTS MAY BE ASSIGNED PROGRESSIVELY MORE RESPONSIBLE DUTIES WITH DIMINISHED OVERSIGHT AND DIRECTION.
PN 0704P00143

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY

DATE: FEBRUARY 06, 2020
INS20015
PAGE: 2

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

SALARY: PAY GRADE 014 \$31,146.00 - \$57,620.04

DEADLINE: FEBRUARY 15, 2020

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
DEBBIE PICKENS
900 PENNSYLVANIA AVENUE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS20015 ON APPLICATION