



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTANT TRAINEE

\$3,388 - \$4,040

ADMINISTRATION & LICENSING SERVICES BRANCH

ACCOUNTING SERVICES BUREAU

SACRAMENTO

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

RESPONSIBILITIES:

Under the close supervision of the Accounting Administrator I, Supervisor, as a learner, performs professional accounting work in the maintenance and reporting of financial records for specialized agency activities while receiving training and to gradually perform the average difficulty accounting work in a training capacity, for the Tax and Securities Section within the Accounting Services Bureau. Some duties include:

Analyzes and audits both the less complex physical and book entry security deposit transactions for acceptability, market value, and current ratings (i.e. uneven exchanges, letter of credits, buy downs, etc.). Analyzes all transactions and oversees deposits, withdrawals, and exchanges of securities with the State Treasurer's Office and Citibank. Assists in performing the reconciliation of security balances with the State Treasurer's Office and Citibank on a monthly and annual basis. Assists in preparing and issuing the "Certificates of Deposit" and "Verifications of Securities" to insurance companies, auditors, and state agencies upon request. Assists in preparing and maintaining the records of securities transactions, i.e. deposits, withdrawals, and exchanges of securities by insurance company accounts. Assists in updating the securities records as required. Assists in researching and preparing requests for refunds of overpayments to insurance companies. Assists in responding to inquiries from insurance companies, control state agencies, program chiefs, etc. Assists in preparing and submitting to the State Treasurer's Office "Assignments Separate from Bond" for the processing of securities vault releases.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge of Microsoft computer applications such as: Excel, Word, and Outlook.
- Have excellent oral and written communication and analytical skills.

11/24/15 js

DO NOT SUBMIT APPLICATIONS TO CalHR

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."
