



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ACCOUNTING OFFICER (SPECIALIST)**

**\$4,016 -- \$5,029**

**ACCOUNTING SERVICES BUREAU  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under the general supervision of the Accounting Administrator I (Supervisor), the incumbent performs professional accounting work of average difficulty in the maintenance and reporting of financial records for specialized agency activities for the Securities Transaction Unit within the Accounting Services Bureau. Some of the duties include: Analyze and audit the more complex book entry security deposit transactions for acceptability, market value, and current ratings. The more complex securities may include letters of credit, physical securities, certificates of deposits and the valuation of shares of stock. Analyze transactions and oversee deposits, withdrawals, and exchanges of securities with seven approved depositories. Perform reconciliation of security balances with the bank administrators for seven depositories on a monthly and annual basis. Review, analyze, and maintain records of securities transactions, i.e. deposits, withdrawals, and exchanges of securities by insurance company accounts. Update the securities records as required. Issue "Verification of Securities" to insurance companies, auditors, and state agencies upon request. Maintain records of securities transactions, i.e. deposits, withdrawals, and exchanges of securities by insurance company accounts.

### **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.
- Ability to work under pressure and handle multiple assignments effectively and efficiently and in a timely manner.
- Ability to work independently as well as part of a team.
- Ability to maintain a courteous and professional demeanor at all times.
- Maintain consistent and regular attendance.
- Be open-minded and flexible to other ideas and solutions, and be tactful.
- Develop and effectively utilize all available resources.
- Ability to exercise sound judgment and handle sensitive and confidential assignments with tact and diplomacy.

12/01/15 JS

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### **DO NOT SUBMIT APPLICATIONS TO CaiHR**

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.

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- Gain, as well as give, confidence and trust of others.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Accounting Officer, Specialist, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.**

**All applicants**, regardless of the type of eligibility, must meet the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to meet the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and any pertinent documents to Jimmy Saechao, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the educational requirements of the classification will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Accounting Officer, Specialist, PSN # 413-192-4546-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Jimmy Saechao at (916) 492-3300.

**FINAL FILING DATE: December, 15, 2015 - Close of Business (5:00 p.m.)**

**NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

**If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.**

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