

POSITION DUTY STATEMENT

CLASSIFICATION Associate Accounting Analyst	POSITION NUMBER 341-100-4588-xxx
WORKING TITLE Associate Accounting Analyst	DIVISION/UNIT Insurance Operations
EFFECTIVE DATE	LOCATION Sacramento
MANAGEMENT DESIGNATION N/A	CONFLICT OF INTEREST CATEGORY N/A

SUPERVISION RECEIVED: Assistant Chief Financial Officer

SUPERVISION EXERCISED:

JOB DESCRIPTION: The Associate Accounting Analyst is responsible for analytical, forecasting, planning and advisory duties in the area of insurance, reinsurance, investment and GAAP accounting of the California Earthquake Authority's financial operations. The incumbent will report to the Assistant Chief Financial Officer and will also receive work assignments from the Accounting Administrator I (Specialist).

ESSENTIAL FUNCTIONS: Incumbent must have the ability to perform the following essential functions with or without reasonable accommodations:

25% Financial Statements

- Prepares schedules and journal entries for month-end close.
- Reconciles monthly general ledger accounts.
- Prepares monthly financial statements in accordance with GAAP.

20% Investments and Debt Instruments

- Prepares monthly journal entries for CEA's Debt Instruments.
- Collects and analyzes investment information.
- Reviews investments for compliance with CEA policies.
- Serves as liaison between investment advisor, managers and custodian bank.
- Inputs investment accounting transactions into the CEA's investment accounting system.
- Reviews daily and monthly trust account balances.
- Reconciles investment manager reports to the custody bank statements and the investment accounting system reports.
- Reviews monthly custody bank fee invoices for accuracy.

15% Statutory Reporting

- Prepares quarterly and annual California Department of Insurance statutory financial statements and schedules.

10% Reinsurance

- Creates data analysis/ad-hoc reports for reinsurance information.
- Prepare Earthquake Incurred Loss Reports for reinsurance carriers.
- Analyze reinsurance data and ensure compliance with FASB 113.
- Prepare supplemental premiums and commission's reports.
- Serve as a liaison between the CEA and the reinsurance intermediary accounting departments.

CLASSIFICATION
Associate Accounting Analyst

POSITION NUMBER
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- 10% Bank Reconciliations
 - Prepare monthly bank reconciliations for all cash and investment accounts.
 - Prepare daily and monthly bank reconciliations for all trust bank accounts.
 - Analyze monthly bank fee invoices for accuracy.
- 5% Loss Accounting
 - Prepares journal entries for claims/loss accounting.
 - Tracks earthquake loss data for historical and forecasting purposes.
- 5% Audits
 - Prepares audit schedules as needed for the annual financial audit and any other audit required by an authorized state or federal bureau or department.
- 5% Budgets
 - Assists in gathering, analyzing and preparing departmental budget reports.
 - Evaluate actual expenditures to verify budget compliance.
- 5% Special projects as assigned by the Assistant Chief Financial Officer and Accounting Administrator I (Specialist).

I have read and discussed those
duties with my supervisor

I certify that the above accurately represents the
duties of the position

Employee Signature:

Supervisor Signature:

PERSONNEL USE: This personnel transaction has been reviewed and approved by:

Personnel Analyst Signature

Date

:P2#

:625#
