

ASSISTANT INSURANCE COMMISSIONER, FINANCE

DEFINITION OF WORK: Under administrative direction, at the advanced level, is responsible for the fiscal management of the Offices of Insurance Commissioner. Oversees, plans, develops and executes through managerial, professional, technical and clerical staff the fiscal activities of the agency. Responsible for the establishment and operation of internal accounting and auditing systems for claims disbursements, revenue collection and administrative budgeting, oversight of the assets, development of short and long-term strategies to insure fiscal solvency, and liaison with the actuary and the external agencies in the management of agency assets. Performs related work as required.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Oversees, directs and coordinates the work of various fiscal sections within the agency.
Develops and implements policies and procedures for the fiscal management of the agency.
Establishes accounting and internal auditing systems for claims disbursements, revenue collection and administrative budgeting of the agency.
Oversees and designs employer account auditing processes and the calculation of security for self-insured employers and other aspects of revenue generation.
Advises the Commissioner regarding the determination of premium rates in accordance with statutes.
Develops the agency budget and oversees the operations of the fiscal activities to insure compliance with administrative budgets.
Conducts regular analysis of revenue collections and budget administration.

REQUIRED COMPETENCIES:

Extensive knowledge of the laws, rules and regulations governing the expenditure of funds in West Virginia State Government.
Extensive knowledge of the laws, rules, regulations, policies and practices of the Offices of the Insurance Commissioner.
Extensive knowledge of modern governmental accounting principles and practices, including electronic data processing applications.
Extensive knowledge of actuarial concepts and procedures relating to self-insured workers' compensation insurance programs.
Ability to effectively organize and direct the work of others.
Ability to effectively develop and administer sound fiscal policies and procedures.
Ability to establish effective working relationships with others.

8150

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MINIMUM QUALIFICATIONS:

Training: Certification as a Certified Public Accountant.

Experience: Eight years of full-time or equivalent part-time paid professional experience in accounting, auditing, or the administration of Insurance, Workers' Compensation, or other employee insurance program.

Established: 08/17/2006

Effective: 09/01/2006