



Contra Costa County Schools Insurance Group invites applications for:

Accountant

Filing Deadline:

4:00 p.m., Thursday, May 31, 2018

Contra Costa County Schools Insurance Group is an Equal Opportunity Employer

THE AGENCY

The Contra Costa County Schools Insurance Group (CCCSIG) is a Joint Powers Authority organized in 1977 for the purposes of self-insuring workers' compensation to its member public school districts in Contra Costa County. Today, CCCSIG operates a self-insured, self-administered public agency. CCCSIG's expertise in CA workers' compensation, intelligent systems and organizational structure, supported by its culture of caring for its members and their employees, while maximizing outcomes, assists in contributing to public education.

Of the 23 member districts, 21 are K-12 school districts, one County Office of Education and one Community College District. CCCSIG's Workers' Compensation program encompasses over 22,000 employees and more than \$1.1 billion in payroll, which translates to approximately \$24.5 million in workers' compensation premium. Of the 23 member districts, 9 also participate in the insured Health Benefits program.

First accredited by the California Association of Joint Powers Authorities (CAJPA) in 1993, the Group currently is Accredited with Excellence. CCCSIG is committed to customer service and cost containment for its member districts. Some of the programs implemented by CCCSIG, that have assisted with decreasing the cost and number of workers' compensation claims are a strong early return-to-work program; in-house bill review; an in-house nurse; post offer, pre-employment strength testing; wellness and safety services, which include ergonomic evaluations, trainings and presentations in all areas of wellness and safety; as well as other resources made available to members.

CCCSIG's commitment to customer service is evident throughout the numerous independent, as well as State and internal controls audits that have been completed throughout the years, as well as key stakeholder and staff surveys, which have all come back with outstanding results.

CCCSIG was recognized by the **State of California** with a "**Fit Business Award**" in the small business category, for being on the forefront of providing employees a work environment that supports healthy choices, as well as recognizing the programs CCCSIG has in place for overall employee wellness. CCCSIG's overall attitude towards employee health, wellness and safety carries over to its service to the member districts.

POSITION OVERVIEW

The Contra Costa County Schools Insurance Group (CCCSIG) is inviting applications from well-qualified individuals for the position of Accountant. The Accountant may provide technical and functional supervision over accounting staff and reports directly to the Chief Financial Officer. Typical duties include administering and maintaining a variety of accounts and financial records; preparing a variety of detailed and complex reports; and performing a variety of technical tasks relative to the accounting function.

AN IDEAL CANDIDATE will be detail-oriented, accurate, organized, ethical, a team player and have good time management skills. An ideal candidate will have experience with advanced accounting principles and procedures, advanced principles and procedures of financial record keeping and reporting and auditing techniques and procedures.

COMPENSATION

The salary is a five-step range, **\$4,731—\$5,750/month**. Placement on the salary schedule is dependent upon prior experience. Additional compensation is provided for benefits through an IRC-125 Cafeteria Plan.

Employees earn 8 hours of vacation per month along with 13 paid holidays. Full-pay sick leave is also earned at the rate of 8 hours per month. Retirement benefits are provided through the Public Employees Retirement System and are not coordinated with Social Security. PERS is an employee/employer contributory plan.

APPLICATION PROCEDURE

Resumes must be received by **4:00 p.m. on Thursday, May 31, 2018**. Resumes can be emailed to jobs@cccsig.org or mailed to:

Human Resources Department
CCCSIG
550 Ellinwood Way
Pleasant Hill, CA 94523

All application documents will be held in strict confidence.

SELECTION PROCEDURE

The qualifications of each candidate will be evaluated by a screening committee. Those most qualified will be invited to participate in a personal interview at CCCSIG offices in Pleasant Hill, which will occur on **Thursday, June 7**. A second interview may be conducted with selected candidates, which would occur on **Tuesday, June 12**. These dates may be subject to change.

Before final employment decisions are made, references and a background check of the leading candidate(s) will be made to gather information regarding performance and working relationship history.

Accountant Requirements

ABILITY TO:

- Lead and oversee accounting staff.
- Understand and interpret accounting principles and practices.
- Understand and utilize automated financial management systems.
- Prepare and interpret complex financial statements, reports and analyses.
- Examine and verify financial documents and reports.
- Balance the general ledger.
- Operate a computer including a variety of software programs.
- Interact with auditors and actuaries.
- Communicate clearly and concisely, both orally and in writing.
- Make arithmetical calculations with speed and accuracy.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Work independently.
- Establish and maintain cooperative working techniques with those contacted in the course of work.

KNOWLEDGE OF:

- Advanced accounting principles and procedures.
- Advanced principles and procedures of financial record keeping and reporting.
- Auditing techniques and procedures.
- Modern office methods, practices, procedures, and computer operations and equipment.
- Pertinent Federal, State and local laws and regulations.

RESPONSIBILITIES INCLUDE (but are not limited to):

- Prepare monthly financial statements in appropriate formats for internal and external users; maintain records on and routinely reconcile and analyze a variety of General Ledger accounts; prepare specialized analyses relating to financial, workers compensation claims and personnel records; prepare budget and reports for managers and non-technical users.
- Participate in the compilation and preparation of CCCSIG's annual budget; prepare cash flow and expenditure projections.
- Provide Accounting guidance for CCCSIG in CFO's absence.
- Prepare detailed worksheets to document journal entries including general ledger account reconciliations, bank reconciliations, Positive Pay, investment reconciliations, Claims expenses, spreadsheets and reports.
- Prepare written recommendations regarding improvements in efficiency, internal controls, and other matters; assist in implementing changes in accounting, budgeting and internal control systems and procedures; and assist in internal audit function.
- Provide responsible staff assistance to the CFO.
- Monitor various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Independently perform a variety of special projects including those involving the design and preparation of computerized spreadsheets, databases and written documentation to support projects based on general directives given by the Executive Director and CFO; prepare a variety of other computer generated reports, financial statements and analysis.
- Provide assistance to external auditors and actuaries.
- Participate in the communication of rates; and assists in the preparation of invoices to Districts.
- Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve issues in an efficient and timely manner.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting.
- Perform office administration functions as necessary including coordination of specialized projects, preparation of written policy changes, and design and generation of financial forms and procedures.
- Provide backup and support to the Sr. Accounting Specialist.
- Performs related duties and responsibilities as required and/or assigned.

NOTE:

Only those applicants who have followed application procedures will be considered for this position. Any applicant who attempts to directly contact individuals from the Agency with the intent of influencing the decision will be disqualified from candidacy.

EDUCATION/TRAINING & EXPERIENCE GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities necessary are:

Experience:

Three years of increasingly responsible professional accounting and auditing experience.

Training:

Bachelors degree from an accredited college or university with major course work in accounting, finance or a related field.

Licenses or Certificates Required

Valid CA Drivers' License and proof of insurance as required by law.