

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Insurance Accounting Specialist

Definition

Acts as an expert/specialist in technical statutory accounting, recommends technical regulatory policy, leads negotiations/cooperation with national and international regulators, and provides technical expertise and training on statutory accounting principles and financial statements for the Iowa Insurance Division; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Serves as subject matter expert in regard to large and complex insurance company and holding company structures and reinsurance transactions; coordinates the assessment of requests submitted by insurance companies for permitted practices.

Leads training and development of staff in statutory accounting principles and financial statements to support analysis of examination of insurance company results.

Evaluates and recommends policy positions regarding financial solvency, particularly for those regarding statutory accounting principles and application.

Assists in the development and promotion of model laws and policies to advance the interests of Iowa consumers, Iowa's insurance industry, and the State of Iowa through the National Association of Insurance Commissioners, with specific attention to statutory accounting practices working groups.

Conducts presentations and represents the Iowa Insurance Division at industry and regulatory conferences.

Creates complex legal and regulatory documents; develops, analyzes, and interprets complex financial statements and data.

Develops and maintains effective working relationships with a broad spectrum of key officials, industry organizations, and professional organizations to garner support for policy standard-setting and management decisions on program priorities and goals.

Provides expert consultation and technical accounting support for financial analysis and financial examinations; maintains expert competency in technical statutory accounting and related research.

Identifies national/international developments and emerging accounting standards and policy and advises management of impacts on Iowa's regulation of insurance companies.

Competencies Required

Knowledge:

- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

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- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
 - English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
 - Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
 - Customer and Personal Service – Principles and processes for providing customer and personal service such as assessing customer needs, meeting quality standards for services, and evaluation of customer service.
 - Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension – Read and understand information and ideas presented in writing.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Mathematics – Using mathematics to solve problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking – Talking to others to convey information effectively.

- Judgment and Decision-Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Minimum Qualification Requirements

Possession of a Certified Public Accountant (CPA) certificate and experience equal to five years of full-time work in statutory accounting.

Notes

Travel, including overnight and out-of-state travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective date: 11/19 SA