



## CSAC Excess Insurance Authority

### EMPLOYMENT OPPORTUNITY

#### Controller

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One of the CSAC EIA's greatest assets is its staff. EIA employees are smart, creative, hard working, and passionate individuals working in areas ranging from loss prevention, claims administration, information technology, accounting, and risk pool administration. Working here requires energy, commitment, and teamwork. At the same time, we offer a great work environment built upon our Core Values of **People, Families, Trust, Integrity, and Growth**. We are looking for an individual who shares these values to join the EIA team.

#### **About CSAC Excess Insurance Authority**

The EIA is a joint powers authority of California public entities, which was established in 1979 to provide insurance and risk management services to California's counties. Since then, our membership has expanded beyond the counties to include numerous other public agencies such as cities, schools, joint powers authorities, fire districts, etc.

The EIA operates various risk-sharing pools, which provide insurance and risk management services to its members for lines of business including workers' compensation, general liability, property, medical malpractice, and employee benefits.

#### **About the Position**

The Controller will, under direction of the Chief Financial Officer (CFO), be responsible for supervising the daily operations of the Accounting staff. The Controller position requires broad accounting experience within all facets of accounting including accounts payable, accounts receivable and internal and external financial reporting. The Controller will also be responsible for implementing new accounting standards. The Controller will assist with the preparation of fund budgets, budget revisions and financial statements including preparation of the Comprehensive Annual Financial Report. The Controller will oversee the reconciling of pooled insurance program loss runs to the general ledger, reconciling loss run reports and the annual audit. Some travel is required.

#### **Desirable Qualifications**

The ideal candidate will be knowledgeable in government enterprise fund accounting. The ideal candidate will have proven experience in a management or supervisory position. Excellent oral and written communication skills are needed. The ideal candidate will also have at least five years of increasingly responsible work experience in accounting and business administration, as well as a current certificate as a Certified Public Accountant (CPA).

We are looking for a candidate who will enjoy working in a collegial atmosphere, who is comfortable in a member driven environment and is looking for an opportunity for professional growth.

### **Physical Requirements**

Physical requirements of this position typically include: reaching, fingering, grasping, talking, hearing, seeing, repetitive motions, occasionally lifting, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move. Some travel may be required.

### **Licensing Requirements**

A valid California Driver's license is required. Proof of auto insurance with no exclusion for business use is required.

### **Salary**

The salary range is \$8,694 to \$10,868 per month. A generous benefit package is provided including Public Employees Retirement System (PERS) health benefits, dental, vision, long-term disability, life insurance, PERS retirement, deferred compensation program, sick leave, vacation leave, and section 125 cafeteria benefits. EIA employees do not pay into Social Security except for the Medicare portion of the cost.

### **Application Procedure**

Interested persons must submit a resume, a completed application and a copy of your current CPA license to the Human Resources Manager by Monday, December 5, 2016. Please visit our website at [www.csac-eia.org](http://www.csac-eia.org) to obtain an application.

### **Interview Schedule**

Applicants will be contacted regarding the status of their application during the week of December 5, 2016. Interviews for this position will be conducted the week of December 12, 2016.