State of New Hampshire Job Posting

Insurance Department

Business

21 South Fruit Street, Suite 14, Concord, NH 03301

Labor Grade 15

Typical starting salary not to exceed Step 5 $37,752.00

Position # 10941

The State of New Hampshire, Insurance Department, Business Unit has a full time vacancy for a Program Assistant II.

Experience in Banking and Customer Service preferred.

Summary:

Performs paraprofessional duties assisting the Administrator and the agencys business unit in developing and implementing agency programs, policies and procedures. Performs general secretarial functions and maintains the agencys financial database, accounts receivable (A/R) and accounts payable (A/P) related functions to assist the business unit and agency programs or projects, as assigned by the Administrator.

Responsibilities:

Assists the Administrator in the development of operational policies and procedures and coordinating business unit activities. Implements and monitors Insurance Department and administrative procedures, including monitoring and reporting on accounts receivable (A/R) and accounts payable (A/P) and business unit functions.

Compiles and prepares specialized program information for use by superior and agency staff. Recommends policy or procedural changes to improve the flow of work.

Provides program research, guidance and advisement to program participants. Presents information to clarify policies, procedures and business unit standards.

Provides assistance to the Compliance Units with SERFF intake and similar analytical tools and electronic database.

Completes regular and ongoing systematic analysis of business unit processes to ensure compliance with the State of New Hampshires accounts payable and accounts receivable requirements.

Maintains agency program accounts payable, matching and reviewing accounting codes to ensure compliance with the agencys internal business unit accounting controls.

Prepares and monitors agency programs or project spreadsheets and status reports in accordance with the agency program guidelines, accounts receivable (A/R), accounts payable (A/P) and statewide contract guidelines.

Operates and maintains the business units financial database for producing a variety of data that is used for tracking the departments accounts receivable (A/R) and tax revenue. Processes refunds of overpayments to ensure compliance with federal and state requirements for internal controls.

Reviews and reconciles accounts payable (A/P) accounts and contracts, maintains accounts payable and accounts receivable files and records, and prepares refunds and time expense program documents.

Provides general secretarial support including maintaining agency program databases, program or project spreadsheets and answering, screening and the routing of incoming phone calls to the appropriate staff personnel.

Other information:

Education: Associates degree from a recognized college or technical institute with a major study in business administration, accounting, or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of experience in retail customer service, business, banking, A/R or A/P transaction activities, with responsibility for providing program information to others. Each additional year of approved work experience may be substituted for one year of required formal education.

SPECIAL REQUIREMENTS: For appointment consideration, Program Assistant II applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

Employees may be required to pay an agency/union fee.

For further information please contact:

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603-271-2261

EOE