

# CONSERVATION AND LIQUIDATION OFFICE

## RECEIVERSHIP MANAGER – ADMINISTRATIVE SUPERVISOR

Manage daily administration of receivership estates and administrative supervision of insurance companies located primarily in California with some out-of-state assignments

### ESSENTIAL DUTIES

- Assist with the development and implementation of administrative supervision, rehabilitation and liquidation plans.
- Supervise receivership staff; work with the Insurance Department staff and Attorney General's Office
- Monitor activities and performance of contractors and vendors
- Directly perform complex tasks related to estate administration.
- Timely prepare status and administrative fee reports for the Supervising Court
- Report findings to the Chief Estate Trust Officer and the CEO
- Coordinate with guaranty associations and the NAIC as needed
- Audit background preferred
- Ability to manage multiple assignments

### REQUIRED QUALIFICATIONS

Knowledge of state law governing administrative supervision and receiverships of insurance companies and experience with the administration of receivership estates.

- Five + years of audit and/or receivership activities
- College degree in risk management, accounting, finance or law degree.
- Exceptional written and oral communication skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook) and Adobe Acrobat PDF.

### PREFERRED QUALIFICATIONS

Certified Public Accountant and/or Certified Financial Examiner with 10 years of experience in auditing insurance companies

### RESUME SUBMISSION INFORMATION

Qualified candidates are invited to submit their resume to: [hollowayj@caclo.org](mailto:hollowayj@caclo.org)

Please include:

- Current resume.
- A detailed letter of interest describing your skills and experience as they relate to the qualifications outlined in the job announcement.

## CONSERVATION & LIQUIDATION OFFICE

### MINIMUM QUALIFICATIONS:

A valid driver's license or evidence of equivalent mobility is also required due to off-site work assignments.

### COMPETENCIES REQUIRED:

Strong ability to effectively communicate organizational change to direct reports.

Strong knowledge of management theories and practices including human resources best practices; strong supervisory skill in coaching, mentoring and developing direct reports.

Strong flexibility to handle multiple and changing priorities with strong ability to integrate adherence to policies and procedures while accomplishing essential functions.

Strong ability to obtain support and cooperation throughout the organization, including superior communication skills and interpersonal skills as applied to direct reports, co-workers and the general public.

### PHYSICAL ACTIVITIES/REQUIREMENTS:

Lifting, manual dexterity, talking, hearing, seeing, and repetitive motions as applied to successful performance of the essential duties of the position, with or without accommodation.

Extensive travel is required with this position.

**SALARY RANGE: \$150,000 - \$200,000 depending on level of experience. Benefits include 401K, health, life, dental and vision insurance.**

**Posting Date: April 1-30, 2026**