

March 20, 2013



## JOB OPPORTUNITY

If it's a challenging position you're looking for,  
we have the ideal job for you.

**CLASSIFICATION:** *SENIOR ACCOUNTING OFFICER (SPECIALIST)*

**TENURE/TIME BASE:** *PERMANENT/FULL TIME*

**BUREAU/SECTION:** *ADMINISTRATION/FISCAL SERVICES SECTION*

**SALARY:** *\$4,400.00 - \$5,348.00*  
*(Salary will be adjusted accordingly to comply with the furlough program)*

**SUMMARY:** The Administrative Services Bureau, Fiscal Services Section, Internal Accounting Office, provides timely and customer service based fiscal and accounting services, policy and procedural advice, and other fiscal support needed for the California State Library (CSL). Under the direction of the Staff Services Manager II (Supervisor), the Senior Accounting Office (Specialist) has the primary responsibility to perform fiscal functions required for effective management of the CSL's internal accounting activities. The incumbent performs semi-professional accounting duties in the establishment and maintenance of accounts and financial records for the CSL.

### **DUTIES:**

- Serves as a lead and technical expert for the Internal Accounting (IA) office.
- Responds to payment issues, questions and special requests from programs, auditor, budget, fiscal and procurement staff.
- Works closely with the SSM II with planning and implementation of the Financial Information System for California.
- Oversees the maintenance of accounting office files for efficient and effective operations and in accordance with record retention mandates and schedules.
- Consults with and makes recommendations to management on changes to fiscal policy and procedures.
- Responsible for the control and accountability of all billed revenues, reimbursements, and other types of receivables due to the CSL.
- Reviews and approves contracts and purchase order invoices and forward to Contracted Fiscal Services for processing claim schedules.
- Review CalSTARS reports and take corrective action to adjust detected errors.
- Audits CSL's expenditures are recorded properly and to track payment history and contract balance.
- Responsible for the monitoring and reconciling of the petty cash fund.
- Oversees payroll distribution by IA and serves as backup at the counter.
- Responsible for the coordination with State Controller's Office and the administration of the California Automated Travel Expense Reimbursement System (CalATERS) Global and for administration of the SWABIZ and TravelStore.
- Assists with traveler registration and maintain the system as needed with staff changes.
- Coordinate with CFS to process travel advances and travel claims.
- Responsible for special projects as required including preparation of workload and other reports for management.

*Senior Accounting Officer*  
*Permanent/Full Time*

*Administrative Services/Fiscal Services*  
*Final File Date: April 3, 2013*

PC # 2210

### **DESIRABLE QUALIFICATIONS:**

- Ability to act independently and meet work timelines.
- Ability to accept and provide appropriate feedback.
- Ability to analyze situations accurately and take effective action using initiative, resourcefulness and good judgment.
- Apply effective oral communication techniques.
- Strong computer skills with proficiency in Microsoft Excel.

### **KNOWLEDGE AND EXPERIENCE:**

- Comprehensive knowledge of the CalSTARS reports and the State Administrative Manual.
- Strong fiscal education and background.
- Knowledge of, and a general understanding of the State of California's uniform accounting system including its rules and regulations, the financial organization and policies of the State Controller, State Treasurer, Dept. of Finance, and other control agencies as they relate to State agency financial management activities.

### **APPLICATION PROCESS:**

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the Library & Courts Building II, 900 N Street, Suite 400. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" and the position number or Position Control (PC) number on the standard application form (STD 678). Applications will be accepted until April 3, 2013. ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

### **EQUAL OPPORTUNITY EMPLOYER**