

Job Opportunity



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

Senior Accounting Officer (Specialist)

One (1) Position Available

Posting Date: August 18, 2016

IF IT'S A CHALLENGING POSITION YOU'RE LOOKING FOR, WE HAVE THE IDEAL JOB FOR YOU!

Do you want to use your skills to help preserve the cultural heritage of California for future generations? Join a talented team that provides timely and customer service based fiscal and accounting services, policy and procedural advice, and other fiscal support needed for the California State Library. Your skills and enthusiasm are wanted in the Fiscal Services Section!

You may access the full duty statement by visiting CSL's jobs page: <http://www.library.ca.gov/about/jobs/jobs.html>

DESIRABLE QUALIFICATIONS:

- Comprehensive knowledge of the California State Accounting and Reporting system (CALSTARS) or other accounting system (e.g., PeopleSoft) and the State Administrative Manual (SAM).
- Knowledge of the state's Uniform Codes Manual and the financial organization, policies, procedures, rules, and regulations of the state of California.
- Ability to interpret federal guidelines on cost accounting principles and procedures and SAM guidelines related to full cost recovery of state expenditures.
- Strong fiscal education and background.
- Strong analytical, verbal, and written communication skills.
- Knowledge of the Year-End process and GAAP requirements and reporting requirements.
- Ability to multi-task.
- Proficient with software applications, especially Microsoft Excel and Word.
- Ability to analyze raw data and draw sound conclusions and adopt an effective course of action.
- Ability to work independently and meet work timelines.

Application Process:

Establish Eligibility: Current state employees with status as a Senior Accounting Officer or lateral transfers from an equivalent class are eligible. Former state employees who can restate into this class or persons who are reachable on a current employment list for this classification are also eligible to apply.

Apply for the Position:

Complete a standard state examination/employment application form (STD 678) electronically at <https://jobs.ca.gov/Public/StateForms.aspx>.

Or

Through your CalCareer Account at <http://www.calhr.ca.gov/Pages/Job-Seekers.aspx>.

Clearly indicate the basis of your eligibility (list, transfer, or reinstatement [**Do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678.

Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application.

You can also mail or hand deliver your completed application to the California State Library (CSL):

⇒ Mail: Human Resources Services Office, Attn: Jill Peters, PO Box 942837, Sacramento, CA 95814

⇒ In Person: HRSD Drop Box, 1st Floor Lobby, 900 N Street, Sacramento, CA 95814, Attn: Jill Peters

Additional Information: SRDA/Surplus candidates are encouraged to apply. Appointment is subject to SRDA/State surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the minimum qualifications of the classification. All methods of appointment, including Training & Development (T&D) Assignments, will be considered, and a 120 day candidate pool will be established for subsequent vacancies. Minimum Qualifications for the Senior Accounting Officer are available here: <http://www.calhr.ca.gov/state-hr-professionals/pages/4179.aspx>

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.



▶ PC # 5001

▶ PERMANENT/FULL-TIME

▶ \$4,600-\$5,758/MONTH

▶ FINAL FILE DATE:
SEPTEMBER 1, 2016

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Library Development Services, and the Administrative Services Bureau.

The State Library serves the people of California :

- It is the central reference and research library for state government and the Legislature.
- It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs and services.

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