

Job Opportunity



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

Accounting Officer (Specialist)

One (1) Position Available

Posting Date: March 24, 2017

THIS MAY BE THE JOB FOR YOU!

The California State Library is a small and dynamic state agency that is looking for employees who are interested in challenging but rewarding job opportunity. Our Administrative Services Bureau (ASB), Accounting Office is seeking an enthusiastic and motivated individual for an Accounting Officer (Specialist) position. Under the direction of the Accounting Administrator I, the Accounting Officer will perform fiscal functions necessary for the effective operation of the California State Library's Accounting Office.

DESIRABLE QUALIFICATIONS:

- Ability to interpret federal guidelines on cost accounting principles and procedures and SAM guidelines related to full cost recovery of state expenditures.
- Possess strong analytical, verbal, and written communications.
- Knowledge of the State accounting process.
- Knowledge of the Year-End process and GAAP requirements and reporting requirements.
- Ability to multi-task.
- Ability to analyze data and draw sound conclusions and adopt an effective course of action.
- Proficient with software applications, including Microsoft Excel and Word.

Application Process:

Establish Eligibility:

Current state employees with a status as Accounting Officer (Specialist) or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply. If you are not currently on the Accounting Officer (Specialist) list, you may take the exam here: [Accounting Officer \(Specialist\) Exam](#)

Apply for the Position:

Complete a standard state examination/employment application form [State Employment Forms](#) with original signature and clearly indicate the basis of eligibility (list, transfer, or reinstatement, **[do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678, and

- Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application
- Mail or deliver your completed application to the California State Library (CSL):
Mail: Human Resources Services Office, PO Box 942837, Sacramento, CA 942837
or
In Person: HRSD Drop Box CSL Annex, 900 N Street, 1st Floor Drop Box
or
Electronic application (through your CalCareer Account) <https://jobs.ca.gov/>

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 appointments, 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 Accounting Officer (Specialist) are available here: [Accounting Officer \(Specialist\) Minimum Qualifications](#)

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

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.

ASB

Accounting Office



▶ PC # 5000

▶ PERMANENT/FULL-TIME

▶ \$4,016- \$5,029/MONTH

▶ FINAL FILE DATE:
APRIL 10, 2017

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, including Accounting Office .

The State Library serves the people of California in several ways:

- It is the central reference and research library for state government and the Legislature.
- It provides non-partisan research to the Legislature and the Governor.
- It collects, preserves, generates and disseminates information ranging from California's priceless historical items to today's online texts.
- 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.

The Library's Accounting staff provides fiscal and accounting services for its programs, employees and management using FISCal.

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Website: www.library.ca.gov