February 23, 2015

JOB OPPORTUNITY

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

CLASSIFICATION: ***ACCOUNTING ADMINISTRATOR I (SUPERVISOR)***

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

BUREAU/SECTION: ***ADMINISTRATIVE SERVICES / FISCAL SERVICES***

SALARY: ***$5,181 - $6,437 per month***

SUMMARY: The Administrative Services Bureau, Fiscal Services Section, 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).

DUTIES: Under the direction of the Staff Services Manager II, the Accounting Administrator I (Supervisor) acts as the Accounting Office Manager and is responsible for providing the accounting and fiscal functions needed to meet CSL's program objectives and to ensure effective management of the CSL's internal accounting activities. The incumbent oversees professional accounting duties in the establishment and maintenance of accounts and financial records for CSL. The incumbent will have extensive and ongoing contacts with CSL management, control agencies, and grantee organizations and independently enforces internal controls which require an understanding of the entire accounting process, analyzing budget reports, analyzing budget reports, statements and allotments; informing departmental management of any problems; and analyzing fund condition and cash management statements. Duties include, but are not limited to:

- Plan, organize and evaluate all Accounting functions of the California State Library (CSL). Directly supervise accounting staff, provide ongoing feedback and training, and conduct annual performance appraisals. Responsible for the timely and accurate completion of all monthly reconciliations and reports including: reconciliation of the Financial Information System for California (FI$Cal) to State Controller's accounts; fund reconciliations; Local Assistance reconciliations, tracking and payments; allotment expenditure reports and trial balances. Ensure timely collection, deposit and recording of Reimbursements. Responsible for year-end closing including preparing the detailed fund balance (DFB), DF-303, using year-end financial reports and submit DFB to the CSL's Budget Office and annual report preparation including: developing staff work plans to organize workload, monitor progress to meet deadlines, review accounting closing procedures to ensure that they are in compliance with state policy and procedure, analyze, review and certify that year-end reports for twelve funds are accurate and completed in a timely manner. Review and approve quarterly federal financial reports. Monitor and evaluate Grant expenditure reporting to ensure that information is reconciled with FI$Cal reports. Ensure accurate recording

and timely payment of contract invoices. Troubleshoot and audit FI$Cal errors to research and review staff input and implement corrective action. Continually evaluate activities within the Accounting Unit to equitably distribute workload, ensure adequate cross training of staff, and evaluate the fiscal integrity of Accounting records and reports.

- Work closely with the SSM II with planning and implementing on-going changes of FI$Cal. Analyze FI$Cal cost allocation and program/category balances to ensure that budget, encumbrance, and expenditure information is properly classified and recorded. Continually evaluate processes within the office in order to streamline activities and provide management with accurate and timely information. Maintain adequate internal control including separation of duties, proper safeguarding of assets, and collection of receivables. Coordinate and implement required accounting procedures.

- Regularly meet with Bureau and Administrative management to ensure that CSL goals and objectives are met through timely and accurate accounting reports and information. Develop ad hoc FI$Cal reports to capture fiscal information that meets management needs. Develop short-term and long-term plans to meet the changing needs of program activities. Develop, evaluate and implement fiscal policies and procedures to meet goals and objectives of the Library and comply with state and federal guidelines.

- Be responsible for discussing and negotiating sensitive issues with Control Agencies. CSL's liaison with the State Controller's Office for all accounting related matters including: directing the State Controller's Office to establish new accounts and timely posting of Budget Act appropriations, and coordinating Department of Finance approval of quarterly Statewide Cost Allocation Plan (SWCAP) and (Pro Rata) payments.

- Be responsible for special projects as required including preparation of workload and other reports for management.

DESIRABLE QUALIFICATIONS:

- Must have a comprehensive knowledge of the California State Accounting and Reporting system (CalSTARS), of the Financial Information System for California (FI$Cal), or other accounting system (e.g., PeopleSoft) and the State Administrative Manual (SAM).
- 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, Department of Finance, and other control agencies as they relate to State agency financial management activities.
- A strong fiscal education and background.
- Ability to analyze situations accurately and take effective action using initiative, resourcefulness and good judgment.
- Strong computer skills with proficiency in Microsoft Excel.
- Ability to work independently and meet work timelines.
- Excellent oral and written communication skills with all staff levels and customers.
- A positive and friendly service approach when dealing with management, staff, and other contacts.

APPLICATION PROCESS:

Interested individuals who are current state employees with status in the above classification 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. All methods of appointments, including Training and Development (T&D) Assignments will be considered and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [**do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678 (STD 678) 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 HRSO Drop Box, Library Building, 900 N Street, First Floor. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov.

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx and enter the Classification Code or class title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application.

Applications will be screened and only the most qualified applicants will be considered for an interview.

The final filing date is March 6, 2015.

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.