



August 28, 2014

## 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:**        **LIMITED TERM / FULL TIME**  
   **MAY BECOME PERMANENT**

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

**SALARY:**                        **\$4,488 - \$5,618 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 Senior Accounting Officer (Specialist) has the primary responsibility to perform fiscal functions required for effective management of the CSL's accounting activities. The incumbent independently performs the more difficult accounting duties which require an understanding of the entire accounting process, such as coordinate implementation of accounting for new programs/functions; review proposals to change accounting procedures; prepare cash analysis reports for management; coordinate completion of year-end reports. Assignments at this level may involve responsibilities which impact the entire accounting operation and may be given broad discretion in the solution of problems. Incumbents may have considerable contact with the accounting administrators, the chief accounting officer for the department, departmental management, budget section, and state control agencies. Incumbents in this class have no supervisory responsibilities, but may serve as a lead for lower level accounting personnel.

The incumbent is responsible for the following:

- Reconciles accounts, including general ledger balances, with the State Controller's Office (SCO) fund and appropriation balances. Enters and validates posting of General Ledger (GL) journals in FI\$Cal. Respond to journal entries directions from SCO. Establishes and maintains GL allocations based on FI\$Cal rules and procedures. Develops cost allocation/fund split plans, to allocate indirect costs between programs and funds Process Labor Distribution entries and adjustments based on FI\$Cal rules and procedures. Performs Federal Fund drawdowns and prepares the quarterly federal financial report. This entails working with the information and developing an overall understanding of the procedures for preparing and sending the report on-line to the federal agency, IMLS. Reconciles the Federal Cash-on-Hand by grant and fiscal year to the General Ledger and analyze the results for adjustments. Ensures fund adjustments are made timely to avoid the loss of federal funds.

- Reconciles bank statements for various accounts (e.g., trust, general checking, revolving funds) to ensure accuracy and completeness of financial reporting in accordance with the State Administrative Manual (SAM) and Department of Finance (DOF). Ensures that revenues are deposited to the correct bank account, and makes corrections as needed. Performs duties that include conducting daily reconciliations of payments, work with staff to resolve discrepancies, download and analyze daily and monthly bank reports, and resolve complex errors and discrepancies. Perform cash reconciliation of federal trust fund by grant awards received.
- Performs a leading role in the implementation of the Financial Information System for California (FI\$CAL) for the Accounting Unit by seeking input and coordination from management and staff, which includes conversion from the California State Accounting Reporting System (CALSTARS). Tasks may include but are not limited to: reviewing/commenting on FI\$CAL surveys or documentation; attend meetings and training classes; test of FI\$CAL functionality; coordinate data conversion; provide training to accounting and departmental staff; coordinate and troubleshoot during implementation of FI\$CAL for various modules not limited to accounts payable, billing, accounts receivable, general ledger, project costing, and asset management; compose and update FI\$CAL procedures for CSL processes and FI\$CAL functionality; and assist with the maintenance of data and functionality in the FI\$CAL system. Analyze problems relating to the new procedures to implement the changes.
- Responsible for the control and accountability of all billed revenues, reimbursements, and other types of receivables due to CSL. Maintain Accounting's change fund and reconciliation of change fund boxes assigned to other programs and confirm all policies and procedures are followed. Responsible for the monitoring and reconciling of the petty cash fund. Prepare monthly reconciliation of accounts receivables for lost book invoices, CSL contracts for services, and revenues collected from patron's use of CSL equipment.
- Prepare year-end financial statements and ad hoc management reports for various state, federal, and local organizations. Complete and submit financial close-out of federal grant awards which include but is not limited to reconciliation of total expenditures for both state operations and local assistance portions, total federal receipts posted to FI\$Cal and drawn from the federal payment system, ensure that match requirement is met, process refund to federal agency for any unspent cash-on-hand.
- Responsible for special projects as required including preparation of workload and other reports for management.

**DESIRABLE QUALIFICATIONS:**

- Have a 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 and a general understanding of the States Uniform Codes Manual (UCM).
- Knowledge and a general understanding of the financial organization and policies, rules, and regulations of the State of California, State Controller, State Treasurer, Department of Finance, and other control agencies as they relate to State agency financial management activities.
- Have a strong fiscal education and background.
- Ability to analyze situations accurately and take effective action using initiative, resourcefulness and good judgment.
- Have strong computer skills with proficiency in Microsoft Excel.
- Ability to work independently and meet work timelines.

**APPLICATION PROCESS:**

Interested individuals who are currently at the above classification or eligible for transfer, reinstatement or list appointment may apply by sending an application (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](http://www.CalHR.ca.gov).

**All applicants must clearly indicate the basis for their eligibility by stating either “list eligible” or “transfer” and note position number 175-601-4567-XXX and PC #TBD in the “Examination(s) or Job Title(s) for which you are applying” section on the standard application form (STD 678). All methods of appointment will be considered and a 120 day candidate pool will be established for subsequent vacancies. Applications will be accepted until September 12, 2014.**

**ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY and must provide a copy of the surplus letter. Applications will be screened and only the most qualified candidates will be interviewed.**

**EQUAL OPPORTUNITY EMPLOYER**

The California State Library is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or 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.