



October 5, 2015

JOB OPPORTUNITY

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

CLASSIFICATION: **ACCOUNTING OFFICER (SPECIALIST)**

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

BUREAU/SECTION: **ADMINISTRATIVE SERVICES/ACCOUNTING**

MONTHLY SALARY: **\$4016 – \$5029**

SUMMARY:

Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) is required to perform fiscal functions necessary for the effective operation of the California State Library's Accounting Office. The incumbent performs professional accounting duties of average difficulty in the establishment and maintenance of financial records for the Library in the functions of Accounts Payable and Accounts Receivable.

DUTIES:

Accounts Payable

Audit invoices for accuracy; obtain approvals for payment, such as checks for goods receipts; and input the invoice data into the Financial Information System for California (FI\$Cal). Communicate with vendors to obtain the Vendor Payment Data Records Forms (STD 204's) for solving vendor problems and setting up new vendors in FI\$Cal. Audit, research, and process the more difficult invoices and transactions common to the accounts payable processes. Navigate through the multitude of payment record and encumbrance queries to review and ensure expenditures are posted to the encumbrances as needed for accuracy of accounting records. Research and resolve complex payment and reporting problems. Analyze vendor accounts to ensure they were paid in accordance with State Administrative Manual (SAM). Prepare monthly management report. Set up correspondence to vendors and/or Library staff on disputed matters.

Perform various monthly and quarterly accounts payable reconciliations to ensure that all items are posted accurately in the FI\$Cal reports. Research and clear daily transaction error reports. Review and make adjustments to encumbrance reports to ensure that the Library's obligations are neither understated, nor overstated, ensuring that accuracy is reflected on the reports.

Process Travel

Audit, review, and approve California Automated Travel Expense Reimbursement System (CalATERS) travel expense claims. Coordinate with the Statewide Travel Program staff at the Department of General Services (DGS) to resolve any Concur and CalTravelStore issues. Provide training to unit and Departmental staff on the CalATERS and Concur systems. Coordinate with State Controller's Office (SCO) to resolve any CalATERS operational issues. Assist in the management of the American Express Government Card program for the Department. Process revolving fund travel and expense requests.

Process Accounts Receivable

Establish and maintain accounts and financial records for the Department's bank statement. Reconcile monthly the cash receipts and disbursements for preparation of the bank reconciliation. Review and analyze discrepancies between the State Treasurer's Office (STO) and the California State Library (CSL) records for deposits, deposits in transit, cashed checks, and outstanding checks. Reconcile the cumulative bank statement between CSL records and the STO records using FI\$Cal and spreadsheets. Make deposits of all remittances, including checks, money orders, and SCO warrants, to Department's checking account. Input deposit receipts into FI\$Cal.

Review FI\$Cal reports for un-cleared collection, and research and clear all balances in the un-cleared collection account. Prepare cash remittance(s) to the STO in a timely manner to accurately report cash receipts by type, fiscal period, and appropriation, in accordance with the SAM. Coordinate research on, and ensure resolution of, discrepancies between FI\$Cal reports and source documents. Assist with the Year-End Statement preparation. Analyze, research, and process outstanding Accounts Receivables.

Perform reconciliation of general cash and remittance. Perform audit (e.g., accounts receivable, cash funds, and replenishment of revolving fund) for the Authority to ensure compliance is maintained in accordance with the SAM.

Receive reports twice a month from SCO identifying stale dated warrants. Update Escheat worksheet based on new warrants that are identified. Prepare process to refund escheat funds in FI\$Cal.

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 communication skills.
- Knowledge of the State accounting process.
- Knowledge of the Year-End process and GAAP requirements and reporting requirements.
- Ability to multi-task.
- Proficient with software applications, including Microsoft Excel and Word.
- Ability to analyze data and draw sound conclusions and adopt an effective course of action.

APPLICATION PROCESS:

If you're new to employment with the State of California, you must pass an open examination before applying for job openings. More information on the process can be found at:

<https://jobs.ca.gov/>.

Interested individuals who currently work for the state of California, either as an **Accounting Officer (Specialist)** or in some other classification that is eligible to transfer into the **Accounting Officer (Specialist)** classification; former California state employees who can reinstate into this classification; and/or persons who are reachable on a current employment list for the **Accounting Officer (Specialist)** classification are eligible to apply.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please review the classification specification at <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>, and enter the Classification Code or class title you wish to review. Possession of minimum qualifications will be verified prior to interview and/or appointment.

If it is determined a list eligible applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

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 methods of appointment will be considered and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants **must submit**:

1. A standard State Examination/Employment **Application** form (STD 678, Rev. 10/2013) **with original signature**. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov. Applications must **clearly indicate the basis of eligibility** (list, transfer, SROA, Surplus, Re-employment, Reinstatement, Training and Development Assignment, etc.) Failure to do so may result in not being considered for an interview. If you are eligible because you are on a list, you may simply write "list eligibility;" you do not need to indicate which type of list.
2. A **resume**.
3. All required **supporting documents** for the classification as identified in the classification specification (i.e. transcript/diploma, license and/or required certificate).

Application packages may be submitted to the:

California State Library
Human Resources Services Office
Attention: Jill Peters
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, Sacramento, California, 95814, on the first floor.

Applications will be screened and evaluated based on eligibility and desirable qualifications and only the most qualified applicants will be considered for an interview.

Final Filing Date: October 21, 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.