November 4, 2015

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: ***PERMANENT/FULL TIME***

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

MONTHLY SALARY: ***$4600 – $5758***

SUMMARY:

Under the direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) is responsible for performing FI$Cal functions required for effective management of the CSL's accounting activities. The incumbent performs professional accounting duties in the establishment and maintenance of General Ledger, the Financial Information System for California (FI$CAL), and financial records for CSL.

DUTIES:

General Ledger:
Record financial activity related to the California State Library, including posting journal entries, cash receipts, remittance advice, State Controller's receipts, direct transfers, and drawdown federal grant money

Complete monthly reconciliations of all CSL funds. Reconcile and complete monthly plan of financial adjustment letters to State Controller's office and post in the FI$Cal system. Prepare the quarterly federal financial reports. Ensure adjustments for federal funds are made in a timely manner. Monitor the cash and appropriation balances and communicate possible issues to Accounting Administrator I (Supervisor). Evaluate and maintain internal controls to ensure date integrity.

Prepare annual year-end financial statements. Prepare annual Generally Accepted Accounting Procedures adjustments. Work with Budget Office to prepare Fund Reconciliation documents. Act as a liaison with control agencies and program staff. Provide direction and assistance in the analysis and research of fund appropriations to resolve technical accounting and reporting issues.

Perform fund reconciliation between agency and State Controller's accounting systems. Order monthly reports from the State Controller's Office and the FI$Cal system. Update federal grant worksheet based on the drawdown money and federal grant claims.

FI$Cal:
Perform a leading role in the implementation of FI$Cal for the Accounting Office by seeking input and coordination from management and staff, which includes conversion from the California State Accounting and Reporting System (CALSTARS).

Bank Reconciliation:
Reconcile bank statements for various accounts. Ensure that revenues are deposited in the correct bank account and make corrections as needed. Conduct daily reconciliations of payments, working with staff to resolve discrepancies. Download and analyze daily and monthly bank reports. Resolve complex errors and discrepancies. Perform cash reconcilations of federal trust fund by grant awards received.

Reimbursements:
Maintain the Accounting Office's change fund and the reconciliation of change fund boxes assigned to other programs. Monitor and reconcile the petty cash fund. Prepare monthly reconciliation of accounts receivables.

Projects:
Responsible for special projects and reports as required by management.

DESIRABLE QUALIFICATIONS:

- Must have a comprehensive knowledge of the California State Accounting and Reporting system (CALSTARS) or other accounting system (e.g., PeopleSoft) and the SAM.
- Must have knowledge and a general understanding of the state's Uniform Codes Manual (UCM) and the financial organization and policies, rules, and regulations of the state of California, STO, DOF, and other control agencies as they relate to state agency financial management activities.
- Must have the ability to interpret federal guidelines on cost accounting principles and procedures and SAM guidelines related to full cost recovery of state expenditures.
- Must have a strong FI$Cal education and background.
- Must possess strong analytical, verbal, and written communication skills.
- Must have knowledge of the state's accounting process.
- Must have knowledge of the Year-End process and GAAP requirements and reporting requirements.
- Must have the ability to multi-task.
- Must be proficient with software applications, especially Microsoft Excel and Word.
- Must have the ability to analyze data and draw sound conclusions and adopt an effective course of action.
- Must have the ability to work independently and meet work timelines.

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 a **Senior Accounting Officer (Specialist)** or in some other classification that is eligible to transfer into

the **Senior 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 **Senior 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: November 20, 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.