



March 3, 2016

JOB OPPORTUNITY

FINAL FILE DATE is MARCH 25, 2016.

CLASSIFICATION: *ACCOUNTING ADMINISTRATOR I (SUPERVISOR)*

TENURE/TIME BASE: *PERMANENT/ FULL TIME*

BUREAU/SECTION: *ADMINISTRATIVE SERVICES / FISCAL SERVICES*

SALARY: *\$5,311 - \$6,598 per month*

SUMMARY:

The Administrative Services Bureau's Accounting Office, housed in the Fiscal Services Section, provides timely, customer-service-based fiscal and accounting services, policy and procedural advice, and other fiscal support needed for the operation of the California State Library.

DUTIES:

- Plan, organize, and evaluate all Accounting Office functions of the California State Library (CSL). Directly supervise Accounting Office staff. Responsible for the timely and accurate completion of all monthly reconciliations and reports. Ensure timely collection, deposit, and recording of Reimbursements. Responsible for year-end closing. Review and approve quarterly federal financial reports. Monitor and evaluate grant expenditure reporting. Ensure accurate recording and timely payment of contract invoices. Troubleshoot and audit Financial Information System for California (FI\$Cal) errors. Continually evaluate activities within the Accounting Unit.
- Work closely with the SSM II over the Fiscal Services Section to plan and implement on-going changes necessary for the FI\$Cal system. Analyze FI\$Cal cost allocation and program/category balances to ensure that budget, encumbrance, and expenditure information is properly classified and recorded. Maintain adequate internal controls, including separation of duties, proper safeguarding of assets, and collection of receivables. Coordinate and implement required accounting procedures.
- Regularly meet with bureau and executive 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 the goals and objectives of the Library and comply with state and federal guidelines.
- Responsible for discussing and negotiating sensitive issues with control agencies.

DESIRABLE QUALIFICATIONS:

- Must have General Ledger experience, including both monthly and year end reports and reconciliations.
- Experience in a state departmental accounting office is highly desirable.

- Must have a comprehensive knowledge of the California State Accounting and Reporting system (CalSTARS), of 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 and 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:

Current state employees with status in the above classification or who can transfer laterally from an equivalent state classification; former state employees who can reinstate into this class; or persons who are reachable on a current employment list for this classification are all eligible to apply. All methods of appointment, 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). The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov.

Applications can be submitted in one (1) of three (3) ways:

- Electronically through a CalCareer Account, which can be set up at the following link <https://jobs.ca.gov/>.
- By mail to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Mailed applications must include an original signature and must clearly indicate the basis of eligibility (list, transfer, or reinstatement) in the "Explanations" section of the STD 678. Candidates who are list eligible do not need to state what type of list.
- Delivered in person to the Human Resources Services Drop Box, Library Building, 900 N Street, First Floor, Sacramento. Delivered applications must include an original signature and must clearly indicate the basis of eligibility (list, transfer, or reinstatement) in the "Explanations" section of the STD 678. Candidates who are list eligible do not need to state what type of 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 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 (4549) or class title (Accounting Administrator I, Supervisor). 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.

Applications will be accepted through the final filing date, which is March 25, 2016.

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.