



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position:

Associate Governmental
Program Analyst (4717)

Position #:

917-197-5393-800

Salary Range:

\$4,400 – \$5,508

Issue Date:

February 12, 2014

Contact:

Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:

Board of State and Community
Corrections
600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:

February 26, 2014

Statewide

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: **Stefanie Reyes**
600 Bercut Drive
Sacramento, CA 95811

Please write "917-197-5393-800" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the direction of the Staff Services Manager II in the Administration, Research and Program Support Division, the incumbent will perform the administrative and analytical tasks in support of accounting functions for the Board of State and Community Corrections (BSCC). The incumbent will work as a member of the administrative team to assess current business operations for the purpose of streamlining processing, and implementing policies, procedures and systems.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Accounting:** Prepare, pose, maintain and track monthly accounts receivable transactions. Reconcile data and analyze data to identify trends. Coordinate with division staff in the preparation of year-end accrual reports as requested by Management. Process Enterprise Rental Car/American Express related data to coordinate submittal for payment. Serve as lead staff in the audit and processing of employee Travel Expense Claims (TEC) and related responsibilities. Ensure the accuracy of general ledger coding, assist with posting journal entries, and prepare various accounting reports. Work collaboratively with budget staff to develop effective administrative business operations. Work with administrative staff to develop effective systems for tracking, monitoring, and reconciling transactions and to address accounting issues.
- **Invoice Processing:** Prepare the timely and accurate processing of invoices for payment and reconciliation in relation to BSCC's budget allocation. Ensure the accurate maintenance of invoice statements, auditing, reconciling, and coding with appropriate expenditure codes.
- **Contracts:** Work with BSCC division staff in preparing contract agreements for submittal to DGS for approval. Track and maintain expenditures related to contract agreements. Develop and maintain system for tracking and maintaining accurate reporting of contract invoice payments.
- **Training:** Provides training, resource materials and technical assistant/support to division analysts in all aspects of BSCC's accounting, business services and budgeting procedures.
- **Reporting:** Assist, initiate, prepare, and obtain approval for various state mandated, management, and business operations reports.

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12