



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) 323-8579.

Position: (6287)
Senior Accounting Officer
(Specialist)

Position #:
917-190-4567-001

Salary Range:
\$4,784 - \$5,988

Issue Date:
August 3, 2017

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

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
August 16, 2017

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

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 application package electronically via CalCareers or to the address below:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Application package must include all the required documents. Mailed application must include 917-190-4567-001. Incomplete application packages will 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. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

All types of appointments will be considered, including but not limited to, T&D Appointments.

*This position was previously advertised in July 2017. Please note that applications previously received for this position **will not** be considered. All interested candidates must submit a new application.*

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 Fiscal Officer, a Staff Services Manager I, the Senior Accounting Officer (Specialist) (SAO), is responsible for the Board of State and Community Corrections (BSCC) Accounting & FI\$Cal operations. As the SAO, the incumbent is responsible for the performance of professional accounting duties. The incumbent will recommend changes or alternatives that result in effective solutions to any financial issue that may arise.

Duties and Responsibilities:

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

- Audit and approve invoices for completeness and accuracy to ensure charges are legitimate and properly authorized prior to finalizing data in FI\$Cal in accordance with the California Prompt Payment Act, the State Administrative Manual, Uniform Codes Manual, other control agency requirements, and federal and departmental guidelines. Resolve payment and vendor problems related to invoices from vendors and department employees, such as abatements, claim corrections; prepare and mail vendor dispute forms and correction letters to vendors. Track all payments and develop Accounts Payable (A/P) reports for BSCC invoices.
- Prepare BSCC's travel advances, salary advances, and prepaid expenses. Perform accounting transactions and processes for daily depositing and remitting, including: verify State Treasurer Office (STO) receipt of Electronic Deposit Forms (EDF), classify and code deposited items, create and post FI\$Cal deposit transaction batches. Perform complex monthly reconciliation of the Office Revolving Fund (ORF) disbursement bank account.
- Serve as backup to the BSCC travel coordinator. Assist with the travel program and ensure payment of claims. Prepare materials and provide training to BSCC

The State of California 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. Rev. 07/17



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) 323-8579.

staff on statewide travel rules and BSCC policies and procedures. Audit travel expense claims, process travel advances, and establishes profiles FI\$Cal, in the California Automated Travel Expense Reimbursement System (CalATERS) Global system, and Concur. Perform CalATERS Global system administration including data verification, validation, updates, corrections and changes.

- Prepare materials and provide training to BSCC staff regarding relevant aspects of the BSCC's accounting and FI\$Cal policy, procedures and practices. Provide necessary information and reports to management. Perform research and complete projects as assigned.
- Other duties as required: Responsible for various other accounting related analytical tasks associated with supporting the BSCC's accounting and FI\$Cal activities.