



## 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: (1868)**  
917-190-4567-001

**Position #:**  
Sr. Accounting Officer (Specialist)

**Salary Range:**  
\$5,684 - \$7,114

**Issue Date:**  
February 29, 2024

**Final Filing Date:**  
March 14, 2024

**Contact:**  
Kae Arthur  
(916) 322-8088  
BSCCHR@BSCC.CA.GOV

**Location:**  
2590 Venture Oaks Way,  
Suite 200  
Sacramento, CA 95833

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:**

STATE CONTROLLER'S OFFICE  
Human Resources  
ATTN: Classification Unit – IG  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**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, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

*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.*

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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

### **Scope of Position:**

Under the direction of the Chief Fiscal Officer, a Staff Services Manager II (M), the Senior Accounting Officer (Specialist), independently performs professional accounting work in the establishment and maintenance of accounts and records for the Board of State and Community Corrections (BSCC).

The incumbent must have knowledge of the State's accounting practices and procedures, must ensure work assignments are completed within assigned deadlines, develop and maintain working relationships, treat others with respect, remain objective and open-minded while dealing with individuals or groups, participate in meetings, share ideas and information for a well-organized environment, work as a team and participate effectively towards Unit goals, show initiative in process improvement, and follow verbal and/or written instructions. 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.)

- Independently perform accounting duties related to Accounts Payable activities including but not limited to: Audit invoices for completeness and accuracy to ensure charges are legitimate and properly authorized prior to finalizing data in FI\$Cal, process invoices related to services, contracts, and purchase orders in compliance with State Administrative Manual (SAM) policy and procedures; Adhere to scheduled time frames for vendors' invoice payments; Prepare and assemble Claim Schedules or FI\$Cal vouchers for vendor payments to the State Controller's Office (SCO) according to SAM; Support management in the year-end process for specific activities required to meet year-end financial reporting due dates; Provide documentation to support various internal or external audit requirements; Verify services and goods have been performed

*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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 03/2021*



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and received according to the terms of the agency agreement. 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.

- Serve as backup to the BSCC travel coordinator. Audit and approve travel advances, and travel reimbursement claims through CalATERS Global for BSCC staff, Board Members, Advisory Committee Members, Executive Steering Committee Members, and Work Group Members for compliance with California Department of Human Resources (CalHR) rules, Internal Revenue Service source codes, SAM, and applicable bargaining unit agreement terms; ensure proper and complete documentation is included; verify mathematical calculations. Provide assistance and answer questions from departmental staff related to the use of CalATERS Global. Research and respond to travel-related questions regarding CalHR rules and CalATERS Global procedures.
- Responsible for the coordination, development, analysis, and maintenance of financial records related to the billing and payments for the BSCC, perform average accounting analysis to determine resolution of reconciling items, ensure necessary corrections are recorded timely.
- 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 or fiscal related tasks as directed by the lead or supervisor which may include, but not be limited to: (a) perform research and complete projects as assigned; and (b) provide necessary information and reports to management. The incumbent may be cross trained in other accounting functions, such as, but not limited to, General Ledger, Accounts Receivable, Financial Reporting, etc. as dictated by the needs of the Unit.

### **Desirable Qualifications:**

- Experience with the Financial Information System for California (FI\$Cal).
- A strong knowledge of Microsoft applications (i.e., Excel, Word, Access, Teams, Visio, etc.).
- Excellent verbal and written communication skills.
- The ability to lead, work independently, and as part of a team.
- The ability to work under pressure.