



# 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:**

Accounting Administrator I (Supervisor)

**Position #:**

917-190-4549-XXX

**Salary Range:**

\$6,963.00 - \$8,650.00

**Issue Date:**

August 22, 2025

**Final Filing Date:**

September 5, 2025

**Contact:**

**BSCC HR**

[BSCCHr@bscc.ca.gov](mailto:BSCCHr@bscc.ca.gov)

(916) 322-8088

**Location:**

Board of State and Community Corrections  
2590 Venture Oaks, 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 917-190-4549-XXX. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides services to the county adult and juvenile systems through inspections of county jails and juvenile detention facilities, technical assistance on local issues, promulgation of regulations, training standards for local correctional staff, and the administration of a wide range of public safety, re-entry, violence reduction, and rehabilitative grants to state and local governments and community-based organizations.

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 general direction of the Staff Services Manager II in the Administrative Services Division, the Accounting Administrator I (Supervisor) (AAI) is responsible for directing all accounting operations for the BSCC, ensuring full compliance with federal and state regulations. The incumbent oversees the reconciliation of financial transactions within the Financial Information System for California (FI\$Cal), maintains internal controls, and ensures the integrity of financial data. The role includes supervising a team of accounting professionals by fostering a collaborative and performance-focused environment, setting goals, and evaluating outcomes. Additionally, the incumbent prepares and analyzes financial reports, delivers insights for strategic decision-making, and supports fiscal transparency. These responsibilities are fundamental to advancing BSCC's mission by safeguarding financial resources and sustaining vital programs and services.

**Duties and Responsibilities:**

The incumbent must have the ability to perform the following essential functions with or without reasonable accommodations.

- Supervise, train, plan, assign and evaluate the work of professional accounting staff, establishing unit goals, priorities, and completion timeframes. Recruit, interview, and select staff. Prepare personnel documents for hiring, probation assessments, and performance evaluations. Set clear performance expectations, monitor progress, and cultivate a collaborative work environment that fosters accountability and continuous skill development. Develop and implement training plans, provide appropriate training for staff. Provide leadership and guidance to the accounting team, ensuring adherence to best

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practices. Monitors resolutions, progress, and ensures accountability and data integrity across financial systems.

- Lead and manage the Accounts Payable, Accounts Receivable, and General Ledger operations of the BSCC, ensuring compliance with the State Administrative Manual (SAM), Uniform Codes Manual (UCM), California Department of Human Resources (CalHR) policies and procedures, applicable governmental statutes, and Generally Accepted Accounting Principles (GAAP). Interpret and apply relevant statutes, policies, and procedures governing the accounts payable cycle; communicate established standards and operational guidelines to internal stakeholders. Evaluate and improve accounts payable processes to support the timely and accurate posting of financial transactions. Review and authorize revolving fund check requests in accordance with state fiscal controls and established funding policies. Provides fiscal leadership by overseeing the review and analysis of complex accounting records to identify, investigate, and resolve financial discrepancies; Coordinates with General Ledger staff to ensure that corrective entries are accurately processed and recorded within established timelines.
- Responsible for the BSCC's year-end coordination; monitoring, preparation and submission of the annual budgetary/legal reports; and preparation of the GAAP entries and reports. Oversee the preparation and timely submission of monthly, semi-annual, and annual financial statements and federal grant financial reports in accordance with federal and state financial reporting requirements and policy guidance. Review and approve reconciliations of federal grant expenditures. Review monthly, quarterly and annual financial reports for accuracy and the integrity of the financial data in the accounting system. Supervise and provide directions on the processing and reviews of the monthly reconciliations, annual detailed fund balance reports, and the annual financial statements for General, Federal and Special Funds for timely submission to the State Controller's Office (SCO).
- Diagnose and resolve system-related or accounting challenges within FI\$Cal, collaborating with internal teams and FI\$Cal project staff. Lead internal training sessions to educate staff on FI\$Cal functionality, system navigation, reporting processes, and policy updates. Provide updates on system improvements and ensure the team leverages FI\$Cal effectively for operational success. Work with the Department of Finance (DOF), the State Treasurer's Office (STO) and SCO to ensure that accounts are established in conformance with the Budget Act and new legislation. Funds include, but are not limited to General, Federal, Bond, and Special Funds
- Acts as BSCC's primary liaison to Control Agencies including the Federal Government, California State Auditor, SCO, DOF, STO, and FI\$Cal, Executive Management, Program, and other administrative staff to resolve the most complex technical accounting issues. This includes implementing necessary changes in accounting procedures to ensure the problems are handled consistently. Respond to internal and external auditors from other state and federal agencies.
- Other duties as required: Respond to special requests and perform other related duties associated with supporting the BSCC's Accounting and fiscal operations. Perform other technical and administrative duties as required to support BSCC's objectives.

### **Desirable Qualifications:**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively

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evaluating each candidate:

- Experience analyzing complex and sensitive accounting issues.
- Leadership - demonstrates the ability to motivate, guide, and support staff in the achievement of goals and objectives.
- Teamwork and Collaboration - works cooperatively to support the department's mission, goals, and values.
- Knowledge of the General Ledger state accounting process.
- Knowledge in preparing annual financial statements.
- Strong FI\$Cal system knowledge as it relates to MEC/YEC, labor, PFAs, clearing account & cost allocation.
- Ability to communicate with multi level personnel in a clear, concise manner, both orally and in writing.
- Ability to work under pressure and tight deadlines.
- Ability to handle multiple assignments effectively, efficiently and in a timely manner.
- Experience with audit inquiries such as researching, reviewing and validating.
- Strong analytical thinking and provide informed decisions to management.