



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:

Associate Accounting Analyst

Position #:

917-190-4588-002

Salary Range:

\$6330.00-\$7929.00

Issue Date:

March 3, 2026

Final Filing Date:

March 14, 2026

Contact:

BSCC HR

(916) 341-6891

BSCCHR@bscc.ca.gov

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 917-190-4588-002. 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 Accounting Administrator I (Supervisor), the Associate Accounting Analyst performs complex professional accounting and Financial Information System for California (FI\$Cal) duties for the Board of State and Community Corrections (BSCC). The incumbent applies advanced knowledge of governmental accounting systems and processes to implement accounting for new programs/functions; review and recommend changes to accounting procedures; prepare cash analysis reports; process monthly labor distribution; coordinate month-end and year-end reporting; develop accounting and operational policies and procedures; and conduct analytical studies and improvement projects in alignment with State accounting practices.

Duties and Responsibilities:

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

- **General Ledger and Financial Reporting:** Analyze and reconcile BSCC's financial records with State Controller's Office (SCO) reports. Research and resolve discrepancies, post journal entries, and process adjustments in FI\$Cal. Review FI\$Cal reports for errors and abnormal balances, taking corrective action as needed. Prepare and submit monthly Plan of Financial Adjustments letters and transaction requests to SCO. Complete the labor distribution process to ensure accurate allocation of payroll costs across programs and funds. Verify budget authority and ensure expenditures do not exceed appropriations. Assist with preparation of year-end financial statements.

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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- **Cost Allocation Plan:** Develop and submit annual Indirect Cost Rate Proposal to the Department of Finance and the BSCC's federal cognizant agency. Allocate indirect costs quarterly between programs and funds in FI\$Cal.
- **Federal Funds Management:** Establish Federal Trust Fund and Special Deposit Fund accounts with SCO. Configure FI\$Cal Project Costing chartfields to track federal fund usage. Prepare federal drawdown requests and ensure compliance with grant requirements. Prepare and review quarterly Federal Fund Reconciliations and coordinate federal grant closeouts.
- **Policy, Compliance, and Systems Improvement:** Research and apply requirements from the State Administrative Manual, Government Code, GAAP, and FI\$Cal. Draft and revise accounting policies and procedures to ensure compliance. Conduct analytical studies and improvement projects. Diagnose and modify accounting system functions and processes to meet management needs. Monitor and evaluate systems for accuracy and timeliness. Provide technical support and training on FI\$Cal transitions and implementation. Maintain effective working relationships with staff, management, auditors, and State and federal control agencies.
- **Other duties as required:** Perform other accounting-related tasks in support of BSCC's accounting and FI\$Cal activities, including special assignments, compliance with reporting requirements, and participation in staff meetings.

Desirable Qualifications:

- **Experience with FI\$Cal:** Demonstrated proficiency in using the Financial Information System for California for journal entries, reconciliations, and reporting.
- **Advanced Excel skills:** Ability to create pivot tables, perform data analysis, and develop complex formulas for financial reporting.
- **Knowledge of State accounting policies:** Familiarity with the State Administrative Manual (SAM), Government Code, and Generally Accepted Accounting Principles (GAAP).
- **Federal grant management experience:** Understanding of federal fund drawdowns, reconciliations, and closeout processes.
- **Analytical and problem-solving skills:** Ability to research discrepancies, identify trends, and recommend effective solutions.
- **Strong communication skills:** Ability to prepare clear, concise reports and communicate effectively with internal and external stakeholders.
- **Organizational and time management skills:** Ability to prioritize multiple assignments and meet deadlines in a fast-paced environment.
- **Adaptability and initiative:** Ability to work independently, adapt to changing priorities, and contribute to process improvements.