



## 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:** (6177)  
Accounting Administrator I  
(Specialist)

**Position #:**  
917-190-4552-916

**Salary Range:**  
\$5,053 - \$6,325

**Issue Date:**  
May 17, 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:**  
May 31, 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 917-190-4552-916. 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.*

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 Accounting Administrator I - Specialist (AA I-Spec), is responsible for the Board of State and Community Corrections' (BSCCs) most complex and technical accounting & FI\$Cal operations. The incumbent must have broad knowledge of the State's accounting system(s), professional accounting practices and procedures, and relevant federal rules and requirements. The incumbent is also responsible for the performance of professional accounting duties, transitioning accounting functions and workload to the BSCC's newly established Fiscal Management Unit, and acting as the FI\$Cal Accounting Super User. 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.)

- Maintains financial records and registers. Review accounting reports to identify and correct discrepancies, and to ensure compliance with SAM, CalHR, statutes, and GAAP. Responsible for all General Ledger (GL) functions, including Month-End and Year-End Close (MEC/YEC) processes. MEC duties include performing monthly reconciliations, asset depreciation, closing the General Ledger, correcting suspended journal entries, and processing Plans of Financial Adjustment (PFAs). Conducts quarterly and year-end review of financial records. Responsible for the preparation of year-end financial statements.
- Serves as the BSCC FI\$Cal Accounting Super User. Respond to issues and questions from accounting staff and program staff. Research and resolve sensitive and complex accounting issues. Incumbent will attend FI\$Cal Customer Forums, Super User Town Halls, and FI\$Cal accounting workshops. The incumbent is required to work closely with FI\$Cal subject-matter experts and the Super User community to resolve outstanding FI\$Cal issues.
- Acts as the primary contact for external stakeholders, including the State Controller's Office, State Treasurer's Office, FI\$Cal, the Department of Finance –

*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. 11/16*



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Fiscal Systems and Consulting Unit, the California Victim's Compensation Board, and the Department of General Services – Government Claims Program.

- Coordinates transition of accounting function to BSCC's in-house accounting unit. Responsible for documenting and updating the BSCC's accounting processes and procedures. Adapts FI\$Cal UATs and Job Aids to serve as the BSCC's desktop procedures.
- **Other duties:** Responsible for various other accounting related tasks associated with supporting the BSCC's accounting and FI\$Cal activities.