



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: (6596)
Associate Accounting Analyst

Position #:
917-190-4588-XXX

Salary Range:
\$5,022 - \$6,290

Issue Date:
May 24, 2018

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

Final Filing Date:
June 7, 2018

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 – CN
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-190-4588-XXX. 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 general supervision of the Chief Fiscal Officer, a Staff Services Manager II (Managerial), and under technical lead of the Accounting Administrator I (Specialist), the Associate Accounting Analyst independently performs the most difficult accounting duties which require an understanding of accounting systems and processes which includes coordinating the implementation of accounting for new programs/functions; reviewing proposals to change accounting procedures; preparing cash analysis reports for management and coordinating the completion of year-end reports; developing accounting and operational procedures or policies; and participating in analytical studies and improvement projects related to the state's accounting practices.

The incumbent ensures the safeguarding of assets and ensures compliance with fiscal and accounting policies applicable to the job. All work is completed by utilizing the California Department of Human Resources (CalHR) laws and rules, the General Accounting Accepted Principles (GAAP), State Controller's Office (SCO) rules and regulations, State Administration Manual (SAM), State Government Code and Statutes, and internal operations manuals utilizing the Financial Information System for California (FI\$Cal), Microsoft Office, meetings, one-on-ones, telephones, and emails.

Duties and Responsibilities:

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

- Perform reconciliation of agency accounting reports with SCO reconciliation reports. Reconcile agency appropriation accounts and general ledger accounts with the SCO. Research and resolve differences. Review reports for invalid entries, invalid accounts and abnormal balances; make appropriate corrections. Reviews FI\$CAL reports for errors, invalid entries, invalid accounts, and abnormal balances and take corrective action as required. Perform monthly reconciliation of bank statement, office revolving fund, and cash accounts. Prepare monthly Plan of Financial Adjustment (PFA) letters and transaction requests to ensure timely processing of expenditure transfers between BSCC's clearing account and ultimate funding sources and various monthly BSCC reports. Review current SCO reconciliation report (tabrun) and verify that they reconcile monthly. Review FI\$Cal budget reports to verify Authority expenditure postings do not exceed appropriation allocations. Research and ensure

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. 10/17



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resolution of discrepancies between FI\$CAL reports and source documents. Prepare year-end financial statements.

- Responsible for the labor distribution process – create accounting entries to record BSCC's payroll transactions. Enter employee-specific accounting classifications defined by the department. View reports and reconcile the labor transactions with the SCO expenditures. Responsible for the monthly allocation process – execute the General Ledger Allocation process and ensure it is accurate. Trouble shoot problems related to the process as they arise.
- Responsible for the monthly depreciation process – review accounting entries and work with FI\$CAL to resolve any issues. Create, enter, and process journals issued by SCO and for daily, month-end and year-end adjustments and corrections in the general ledger. Coordinate the month-end close activities within the Fiscal Unit to ensure a timely close. Run FI\$Cal dashboard reports and distribute to different units. Create and establish budget journals and review and approve payment vouchers and journal entries. Reviews and maintains encumbrances. Responsible for Federal Fund process – remit Federal grant draw down, create accounting entries and reimburse federal funded expenditures. Ensures that federal fund drawdowns and expenditures are recorded accurately and in compliance with federal guidelines.
- Acts as the back-up for General Ledger function. Provides analytical advice and support to the unit in the solution of final payment problems, quality improvement projects and fiscal and accounting. Perform backup duties for vacant positions or absent staff to provide coverage as needed. Provide technical and accounting knowledge to divisions regarding FI\$Cal transition and support the ongoing development and implementation of FI\$Cal within BSCC.
- Conduct and/or assist in analytical studies and improvement projects requiring knowledge of accounting and fiscal principles and practices. Diagnoses and modifies accounting system (including FI\$Cal, legacy and other internal databases) functions and processes to meet existing and future management needs; monitors and evaluates accounting systems and procedures to determine accuracy of data collection and reporting; conducts studies and identifies problems and discrepancies; reviews existing systems to modify or implement new or revised systems in accordance with legislative mandates. Establish and maintain effective working relationships with support staff, management, budgets staff, State and Federal control agencies, auditors, etc. Special projects assigned by supervisor or managers.
- Other duties as assigned. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with governmental reporting requirements; and (c) attendance at staff meetings.