



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: (6597)
Accountant Trainee

Position #:
917-190-4179-XXX

Salary Range:
\$3,120 - \$4,139

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 917-190-4179-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 supervision of the Chief Fiscal Officer, a Staff Services Manager II (Managerial), and under close technical lead of the Accounting Administrator I (Specialist) and the Senior Accounting Officer (Specialist), the Accountant Trainee is responsible to perform professional accounting work in the establishment and maintenance of accounts and records for the BSCC.

The incumbent must ensure work assignments are complete 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, work independently and show initiative in process improvement, and follow instructions.

Duties and Responsibilities:

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

- **Invoice Processing/Accounts Payable Activities**

In learning capacity, perform accounting duties related to Accounts Payable Unit which include but are not limited to the following:

Research and apply accounting rules and regulations in accordance with state guidelines: Fi\$Cal, CalSTARS, Department of Finance, Department of General Services, Government Code, State Administrative Manual (SAM) and SCO policy and procedures; establish payment logs in the share drive for tracking invoice payments posted to the Fi\$Cal and CalSTARS systems; audit invoices for accuracy and process invoices related to services, contracts, and purchase orders (e.g., interagency agreements, consultant contracts, government contracts, etc.) in compliance with 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 SCO according to SAM; support management in the year-end process for specific activities required to meet the year-end financial reporting due dates; provide documentation to support various internal or external audit requirements; verify services and goods have been performed and received according to the terms of

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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the agency agreement; process the monthly master payroll distribution for BSCC programs as needed; research to verify lack of payments on outstanding contracts by the use of CALSTARS accounting system or FI\$Cal system.

- **Analytical Activities**

Verify the integrity of FI\$Cal data and interpret the results of financial transactions in FI\$Cal. Make corrections as needed; review encumbrance source documents to FI\$Cal Encumbrance Report for accurate accounting records, according to accounting principles and policies; process encumbrance adjustments and/or liquidations using FI\$Cal system based on analysis and/or Program requests.

- **Research Activities**

Research and identify abatements that will reduce the expenditures (i.e. abatement, reimbursement, revenue). Copies of the abatements and supporting documentation need to be filed in the claim schedules; respond to vendors and departmental staff on account inquiries daily; contact departmental staff to resolve accounting problems or obtain needed information; dispute invoices due to improper billing or the receipt of unacceptable services performed according to SAM 8400 policy.

- **Miscellaneous Duties**

Perform other accounting or fiscal related duties as directed by lead or supervisor such as, but not limited to, working on special projects for the unit such as writing procedures for assigned duties and other accounting functions, other special fiscal projects as directed by 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.