



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: (7217)
Accounting Administrator I
(Specialist)

Position #:
917-190-4552-001

Salary Range:
\$5,656 - \$7,080

Issue Date:
November 13, 2019

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

Final Filing Date:
November 26, 2019

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: 917-190-4552-001. 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.

A Statement of Qualifications (SOQ) is REQUIRED and must be submitted with your application to be considered. Applications received without SOQs will not be considered. Resumes, letters and other materials will not be considered as SOQs.

SOQs should provide clear and concise information regarding experience, education and training relevant to the duties of this position. SOQs must be typewritten, no longer than 2 pages in length, with no smaller than 12 point font, single spaced, and responses must be numbered to match the items below. SOQs must include your name, date and have page numbers. SOQs must address the following points and must include specific examples:

- Please describe your background, experience and education in the field of Accounting.
- Please describe your experience working in FI\$Cal performing the various Accounting functions, including month-end/year-end close activities.

REQUIRED DOCUMENTS:

- STD 678 Employment Application
- Statement of Qualification
- Transcripts or copy of Accounting degree

Applications received without all required documents, will not be considered.

Scope of Position:

Under the direction of the Fiscal Officer, an Accounting Administrator II, the Accounting Administrator I (Specialist) (AAI), independently performs the most complex and technical accounting & FI\$Cal operations for the Board of State and Community Corrections (BSCC). 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, 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.

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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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.
- Serve as the BSCCs lead in the Financial Services Unit and as the FI\$Cal Accounting Super User. Analyzes problems that staff may have as they relate to the accomplishment of accounting objectives and acts to correct them. 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.
- Primary contact for external stakeholders, including the State Controller's Office, State Treasurer's Office, FI\$Cal, the Department of Finance – Fiscal Systems and Consulting Unit (FSCU), the California Victim's Compensation Board, and the Department of General Services – Government Claims Program.
- 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 as required:** Responsible for various other accounting related tasks associated with supporting the BSCC's accounting and FI\$Cal activities which may include, but not limited to: (a) prepare materials and provide training to BSCC staff regarding relevant aspects of the BSCC's accounting and FI\$Cal Policy, procedures and practices; (b) perform research and complete projects as assigned; and (c) provide necessary information and reports to management.