



## 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:** (1433)  
Associate Accounting Analyst

**Position #:**  
917-190-4588-002

**Salary Range:**  
\$5,793 - \$7,256

**Issue Date:**  
April 6, 2023

**Final Filing Date:**  
April 20, 2023

**Contact:**  
Kae Arthur  
(916) 322-8088  
BSCCHR@bscc.ca.gov

**Location:**  
Board of State and  
Community Corrections  
2590 Venture Oaks Way, Ste. 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 statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

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.

### Special Requirements:

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 experience with month-end and year-end financial reporting to the various State Control agencies.
- Please describe your experience working in the Financial Information System for California (FI\$Cal) performing the various Accounting functions.

### Required documents:

- Transcripts or copy of accounting degree.

### Scope of Position:

Under the general direction of the Chief Fiscal Officer, an Accounting Administrator II, and under technical lead of the Accounting Administrator I (Specialist), the Associate Accounting Analyst independently performs complex professional accounting and Financial Information System for California (FI\$Cal) duties for the Board of State and Community Corrections (BSCC). The incumbent must have 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

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completion of month-end and 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.

### **Duties and Responsibilities:**

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

- Analyzes, evaluates, monitors and assists with monthly reconciliations between SCO and BSCC's financial records. Reconcile agency appropriation and general ledger accounts with the SCO. Research discrepancies and makes appropriate adjustments. Reviews FI\$Cal reports for errors, invalid entries/accounts, and abnormal balances and takes corrective action as required. Post SCO journal entries and reconciling items in FI\$Cal. Prepare and submit monthly to SCO the required Plan of Financial Adjustments letters and transaction requests to ensure timely processing of expenditure transfers between BSCC's clearing account and ultimate funding sources. Review FI\$Cal budget reports to verify authority and that expenditure postings do not exceed appropriation allocations. Assist with the preparation of year-end financial statements.
- Develop annual 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.
- Perform various duties related to federal funds. Establish Federal Trust Fund accounts and Special Deposit Fund accounts with the SCO. Prepare FI\$Cal project costing chartfields to track the use of federal funds. Prepare federal fund drawdowns. Prepare and review quarterly Federal Fund Reconciliations and federal grant closeouts.
- Researches regulations within the State Administrative Manual, Government Code, GAAP and FI\$Cal pertaining to fiscal matters; writes and revises accounting procedures to conform to the requirements. 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, 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; Provides analytical advice and support to the unit in the solution of final payment problems. Provide technical and accounting knowledge to divisions regarding FI\$Cal transitions and support the ongoing development and implementation of FI\$Cal within BSCC. Establish and maintain effective working relationships with support staff, management, budget staff, State and Federal control agencies, auditors, etc.

**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) assisting where needed within the program, which may include special assignments; (b) complying with governmental reporting requirements; and (c) attendance at staff meetings.

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### **Desirable Qualifications:**

- Experience with the Financial Information System for California (FI\$Cal).
- A strong knowledge of Microsoft applications (i.e., Excel, Word, Access, Teams, Visio, etc.).
- Excellent communication skills.
- The ability to lead, work independently, and as part of a team.
- The ability to work under pressure.