



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: (455)
Accounting Administrator I
(Specialist)

Position #:
917-190-4552-XXX

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

Issue Date:
March 15, 2021

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

Final Filing Date:
March 29, 2021

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-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.

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.

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:

1. Please describe your background, experience and education in the field of Accounting.
2. Please describe your experience working with Federal Funds and Federal Awards, including but not limited to, drawdown of funds and Federal Financial Reports.

Scope of Position:

Under the direction of the Chief Fiscal Officer, a Staff Services Manager II (M), the Accounting Administrator I (Specialist) (AAI), independently performs the most complex professional accounting & fiscal 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 serving as one of the departments FI\$Cal Accounting Super Users. The incumbent will recommend changes or alternatives that result in effective solutions to any financial issue that may arise. Incumbents will have no supervisory responsibility but will serve as a lead to other professional accounting staff within the Financial Services Unit (FSU).

Duties and Responsibilities:

- Responsible for the coordination, development, analysis, and maintenance of financial records related to the Accounts Payable, Accounts Receivable, and Billing operations of the BSCC ensuring compliance with the State

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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 09/2020



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Administrative Manual (SAM), Uniform Codes Manual (UCM), California Department of Human Resources (CalHR) policies and procedures, governmental statutes, and Generally Accepted Accounting Principles (GAAP). Performs complex accounting analysis to research and resolve discrepancies and coordinates with General Ledger staff to ensure necessary corrections are recorded accurately and timely.

- Performs complex, technical professional accounting responsibilities related to the establishment, maintenance, and reporting of Federal Funds and Federal awards received and administered by the BSCC. Coordinates with Control Agencies to establish accounts for new federal awards, extend award periods of availability and closeout expired awards. The incumbent will analyze daily, weekly, and monthly transactions related to federal funds and process drawdowns of funds, ensuring funds are requested and transferred to the appropriate federal awards. Audits quarterly reconciliations of all open Federal awards received from program staff; submits Federal Financial Reports timely and accurately.
- Serve as one of the leads in the FSU and as a FI\$Cal Accounting Super User. Provides on-site instruction, guidance, assistance, and technical expertise to all staff regarding the FI\$Cal system. Analyzes problems that staff may have as they relate to the accomplishment of accounting objectives and acts to correct them. Maintain the BSCC's Chart of Accounts (COA); update the COA to account for new programs or changes to current programs; work with FSU General Ledger and Budget staff in conjunction with the FI\$Cal project to correct system or transactional issues. The incumbent will attend FI\$Cal Customer Forums, Super User Town Halls, and FI\$Cal accounting workshops and is required to work closely with FI\$Cal subject-matter experts and the Super User community to resolve outstanding FI\$Cal issues.
- Responsible for documenting and updating the BSCC's accounting processes and procedures. Adapts FI\$Cal 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 fiscal operations which may include but are not limited to: (a) prepare materials and provide training to BSCC staff regarding relevant aspects of the BSCC's accounting and fiscal policies, procedures, and practices; (b) perform research and complete projects as assigned; and (c) provide necessary information and reports to management.

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

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