



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: (6805)
Accounting Administrator II

Position #:
917-190-4542-XXX

Salary Range:
\$6495 - \$8070

Issue Date:
October 23, 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:
November 5, 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 917-190-4542-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.

Candidates currently appointed to the Staff Services Manager II classification are encouraged to apply.

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 direction of the Chief of Administration, a Staff Services Manager III, the Chief Fiscal Officer, an Accounting Administrator II, is responsible for the fiscal integrity, operations and services of the Board of State and Community Corrections (BSCC). This includes the day-to-day management and oversight of the BSCC's financial operations including, but not limited to: overseeing budgets, accounting, local assistance processes, fiscal policy/procedures/controls and the implementation and management of the Financial Information System for California (FI\$Cal).

Duties and Responsibilities:

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

Serves as the Chief Fiscal Officer for the BSCC. Oversees preparation of the BSCC's annual budget and represents the BSCC in meetings on complex issues with governmental control agencies including the Department of Finance (DOF), Legislative Analyst's Office (LAO), and the State Controllers Office (SCO). Responsibilities encompass:

- Oversight and supervision of subordinates who perform the duties associated with the accurate and timely preparation and submission of all budget documents and reports required by the DOF and LAO, including all galleys, schedules, and BCP's submitted in normal budget cycles as well as additional reports mandated through Executive Orders, Budget Letters or other means.
- Collaboratively advises and consults with BSCC executive management and other key staff to align the BSCC budget with BSCC priorities. Performs and/or oversees analyses of budget change proposals, proposed legislation and other budgetary initiatives for potential fiscal impact and provides recommendations to management.
- Informs and advises executive staff of the status of expenditures via budget plans; provides expert consultation and recommendations for solutions to short

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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and long-term fiscal issues.

- Assists management with preparations for and participates in legislative budget hearings.
- Serves as the Chief Accounting Officer for the BSCC. Oversees staff that performs the duties associated with the day-to-day operations of BSCC's internal accounting operations including invoice processing, travel claims, petty cash, credit card management and other functions. Represents the BSCC on complex accounting issues with vendors and control agencies. Formulates, recommends and implements changes to procedures policies and program alternatives associated with the accounting functions of the BSCC. Responsibilities also encompass:
- Providing fiscal administration and support to the BSCC by overseeing processes and establishing best practices to ensure the timely posting of all accounting transactions, reconciliation of general ledger accounts, and preparation of financial statements.
- Recommend and implement new/existing accounting policies and procedures in accordance with BSCC's responsibilities, requirements, goals, audits findings and applicable State laws, rules and regulations.
- Administer systems related to financial accounting and reporting, including all tasks related to FI\$Cal implementation and management.
- Oversight of all accounting functions transferred from DGS to BSCC including, but not limited to, staff, collections, cashiering, cash management, reimbursement control, system design, time accounting, commitment control, receivable control, data control, fiscal control and reconciliation and reporting.
- Advise executive management and staff on financial matters and communicate with control agencies to resolve sensitive and complex issues.
- Work with Admin-Contract's and division staff to develop budgetary and accounting components of contracts to track payments in accordance with contract requirements.
- Oversees the fiscal operations and processes of the BSCC's local assistance programs, including various special funds, bond funds and federal funds and reimbursements.
- Manage and direct the work of the Fiscal Management Team staff. Distributes workload and facilitates cross training as needed to adapt to changing program requirements. Develops skills of staff via training opportunities and development of assignments.