



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: (7187)
Accountant Trainee /
Accounting Officer (**Specialist**)

Position #:
917-190-4179-700/
917-190-4546-700

Salary Range:
AT: \$3793 - \$4523
AO (S): \$4496 - \$5629

Issue Date:
October 23, 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 5, 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: 917-190-4179/4546-700. 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.

If you previously applied to a prior Job Control, you must submit another application to be considered for this position.

The duty statement will reflect the classification level for the appointment.

Scope of Position:

Under the supervision of the Chief Fiscal Officer, an Accounting Administrator II, and under close technical lead of the Accounting Administrator I (Specialist) and the Senior Accounting Officer (Specialist), the Accountant Trainee is the entry level accountant who is responsible for performing professional accounting work in the establishment and maintenance of accounts and records for the Board of State and Community Corrections (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 written instructions.

Duties and Responsibilities:

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

- In a learning capacity, perform accounting duties related to Accounts Payable activities including but not limited to: Audit invoices for accuracy and process invoices related to services, contracts, and purchase orders in compliance with State Administrative Manual (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 the State Controller's Office (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 agency agreement.

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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- Review, audit and approve travel advance, and travel reimbursement claims through CalATERS Global for BSCC staff, Board Members, Advisory Committee Members, Executive Steering Committee Members, and Work Group Members for compliance with California Department of Human Resources (CalHR) rules, Internal Revenue Service source codes, SAM and applicable bargaining unit agreement terms; ensure proper and complete documentation is included; verify mathematical calculations. Provide assistance and answers questions from departmental staff related to the use of CalATERS Global. Research and respond to travel-related questions regarding CalHR rules and CalATERS Global procedures.
- Perform daily FI\$Cal related activities, including reconciling CalATERS and FI\$Cal reports. Verify that expenses are posted to the correct ChartField combinations and post proper corrections if necessary. Reconcile the monthly CitiBank statement; translate the Program Cost Account (PCA) coding to FI\$Cal coding; process payment and replenishment of the Office Revolving Fund for the Citibank billings.
- Create and maintain profiles in Concur and CalATERS Global for BSCC staff, Board Members, Advisory Committee Members, Executive Steering Committee Members, and Work Group Members. Responsible for various other related functions, including coordinating with FI\$Cal and submitting completed STD 204s of new suppliers to update the State Controller's Office Master Vendor File, verifying supplier information, and ensuring payments are accurately recorded in FI\$Cal.
- **Other duties as required:** Responsible for various other accounting or fiscal related tasks as directed by lead or supervisor which may include, but not limited to: (a) perform research and complete projects as assigned; and (b) provide necessary information and reports to 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.