



## Accountant I (Specialist) (24 month Limited-Term)

*We're looking for energetic, creative, and talented employees to join our dynamic organization! Our mission is to administer and enhance energy and community service programs that result in an improved quality of life and greater self-sufficiency for low-income Californians. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The CSD strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We are located within walking distance of many restaurants and offer FREE Parking! What are you waiting for? Apply today!*

### Salary

\$2,927 – \$3,665

### Final Filing Date

November 18, 2014

Applications postmarked after the Final Filing Date will not be accepted.

### Position Location

Administrative Services Division  
Sacramento – Natomas Area

### Position Number

016-150-4177-910

**Reference Bulletin #14-31 in the “Job Title” section of the State application, Std. 678**

### Who Should Apply

Applicants must be state employees who are currently in the Accountant I (Specialist) classification, or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered.

Appointment is subject to SROA/Surplus provisions.

### Send Application To

Department of Community Services and Development  
Attn: Human Resources (#14-31)  
2389 Gateway Oaks Drive #100  
Sacramento, CA 95833

### Questions About the Job

Careers@csd.ca.gov  
(916) 576-5296

### Duties

Under the general direction of the Accounting Administrator I (Supervisor), the Accountant I (Specialist) is responsible for duties that include, but are not limited to the following:

- Perform duties as the Department’s Accounts Payable Clerk for State Operations and Local Assistance invoices.
- Review and audit invoices from vendors, contractors or agencies to ensure they accurately reflect authorized goods and/or services received.
- Establish and maintain payment activity logs for all vendor payments.
- Prepare and post expenditures into the CALSTARS system; generate automated or manual claim schedule for submittal to State Controller Office (SCO).
- Code and process Direct Transfer journal entries to the appropriate Program Cost Account (PCA).
- Perform monthly contract payment reconciliation and research to resolve discrepancies of the advance payment general ledger in the accounting system and financial records.
- Monitor the contract outstanding advance balances for management update.
- Maintain and reconcile the Summary Contract Balance spreadsheet for the local assistance vendors.

### Desirable Qualifications

Applicants applying for this position should demonstrate:

- Knowledge of and ability to apply governmental accounting principles and procedures.
- Ability to interpret Federal guidelines on cost accounting principles and procedures and SAM guidelines related to full cost recovery of State expenditures.
- Ability to analyze data and draw sound conclusions and adopt an effective course of action.
- Ability to operate common office equipment used in financial record-keeping and making arithmetical computations rapidly and accurately.
- Possess excellent organizational, verbal and written communication skills.
- Proficient computer skills in Excel, Word, and experience using CALSTARS.