



Accounting Officer (Specialist)

24-month Limited Term (with possibility of becoming permanent)

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

\$4,016 - \$5,029

Final Filing Date

May 6, 2016

Applications postmarked after the Final Filing Date and applications submitted via e-mail will not be accepted.

Position Location

Financial Services Unit
Sacramento – Natomas Area

Position Number

016-150-4177-910

Reference Bulletin #16-017 in the “Job Title” section of the State application, Std. 678

Who Should Apply

Applicants must be state employees who are currently in the Accounting Officer (Spec) 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 (#16-017)
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

Questions About the Job

Careers@csd.ca.gov
(916) 576-4368

Duties

Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) responsibilities include (but not limited to):

- Ensure availability of cash in the State Treasury and compile data from various reports a minimum of twice weekly to complete drawdown (electronic transfer of funds) of federal funds in compliance with federal and state regulations.
- Establish encumbrance documents for the State Operation and Local Assistance contracts. Reconcile encumbrances in the CALSTARS system with allocation spreadsheets.
- Prepare monthly bank reconciliations for all funds. Analyze and account for the accuracy of deposits and disbursements entered into CALTARS. Perform monthly reconciliation of the Office of Revolving Fund and monitor the aging of the salary, expense and vendor advances.
- Perform daily download of CALSTARS reports for storage into the share drive.
- Perform reconciliations of the local assistance contracts closeouts.

Desirable Qualifications

Applicants applying for this position should:

- Possess strong analytical, verbal and written communication skills.
- Knowledge of the State accounting processes and strong CALSTARS knowledge and skills.
- Knowledge of General Accepted Accounting Principles and Procedures (GAAP).
- Ability to multi-task and be proficient with computer and software applications including Microsoft Excel and Word.
- Ability to analyze data and draw sound conclusions and adopt an effective course of action.
- Ability to interpret State and Federal guidelines on accounting principle and procedures.
- Ability to collaborate in a teamwork environment to provide excellent services to both internal and external customers.

Statement of Qualifications

In order to be considered for the Accounting Officer (Specialist), you must complete and submit a Statement of Qualifications with your State application, form std. 678 (**applications with incomplete information will not be considered**). The SOQ is a narrative discussion of how your education, training, experience, and competencies meet the desirable experience for this position. The SOQ shall be no more than two pages and serves as a documentation of each applicant’s ability to present information clearly and concisely in writing. Applications received without the SOQ will not be considered.