California State Auditor

JOB OPPORTUNITY

NOW HIRING

Accountant I (Specialist)

Administration Division
Permanent – Full-Time
Position Number 339-100-4177-900

SALARY RANGE: $3,090 – $3,870 (L)

DUTIES: Under the direct supervision of the Fiscal & Business Services Manager, the incumbent is responsible for technical semi-professional accounting work including processing revolving fund transactions, performing reconciliations and monthly reports, and other related work. Specific duties include but are not limited to:

Revolving Fund Disbursements (60%)

- Process payments, including matching invoices with authorizing documents and obtaining approvals for payment; resolve invoice disputes with vendors.
- Review travel expense claims to ensure they are within the state guidelines; resolve issues with travel expense claims and serve as point of contact for travel reimbursement questions.
- Prepare revolving fund checks for approval including checks for travel advances, expenses and other miscellaneous items; reconcile Calcard statements and obtain required approvals and ensure all charges are pre-approved and supported by a receipt.
- Review professional dues and/or license fee reimbursements and certification review course reimbursements to ensure that office policies and California Code of Regulations are followed; prepare and distribute reimbursement checks; explain travel expense policies to new staff and serve as the point of contact for travel reimbursement questions.
- Prepare bank deposits; resolve and correct any bank deposit discrepancies; send prepared deposit reports to the State Treasurer's office and maintain deposit files; reconcile the office's revolving fund on a monthly basis, including preparing a bank statement analysis, cash verification reports, identifying outstanding checks, and ensuring advances are cleared in a timely manner; post revolving fund transactions to the general ledger; maintain monthly revolving fund records.

Miscellaneous Reporting (20%)

- Compile monthly claim schedule figures and allocate travel costs to appropriate projects.
- Track and prepare documentation on taxable fringe benefit payments; update "nights out of town" and "state miles driven" reports; track and report withholdings for non-resident vendors; track vendor payments and prepare annual 1099 statements for applicable vendors.

Accounts Receivable (10%)

- Prepare invoices for professional services and other expenses; ensure timely collection of payments due; follow-up on past due accounts; advise Manager of Fiscal Services of invoice questions and disputes.

- Prepare analysis of claims receivable including outstanding revolving fund replenishment claims; ensure all supporting documents are submitted to the State Controller's office promptly and follow up with concerns or questions until resolved.

- Track and report employee account receivables and payments; update, maintain, and reconcile the parking deduction program and collect parking payments.

Other Duties (10%)

- Assist other team members as needed processing claim schedules.
- Assist with month end closing, preparation of annual State Controller's office financial statements and auditors during our annual audit.
- Assist in distributing payroll warrants.
- Provide assistance to other members of the Administrative Division on an as needed basis.
- Conduct special projects and assignments as determined by the Manager of Fiscal Services and the Deputy State Auditor of Administration.

DESIRABLE QUALIFICATIONS:

- Knowledge of accounting principles and procedures, governmental accounting and budgeting, the uniform accounting system and procedures of the state of California and related laws are desired but not required.
- Experience with or desire to learn State Accounting principles, methods, and procedures.
- Experience requiring accuracy and attention to detail.
- Proficiency with Microsoft Office Suite software including Excel and Word.
- Possession of excellent organizational and record keeping skills.
- Ability to effectively communicate verbally and in writing.
- Possession of excellent customer service skills.
- Ability to manage multiple priorities and quickly adapt to changes.

HOW TO APPLY: Mail a signed standard state application (Std. 678) to the address below.

Location
California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact
Lynne Gaal
(916) 445-0255, ext. 226
lynneg@auditor.ca.gov

In the 'Explanations' section of the STD. 678, CLEARLY STATE YOUR ELIGIBILITY ALLOWING YOU TO APPLY FOR THE POSITION.

FINAL FILING DATE: DECEMBER 16, 2016

Mailed applications must be postmarked by the final filing date. Hand-delivered applications must be submitted by 5:00 p.m. on the final filing date. **Late Applications will not be accepted for any reason.**

SELECTION PROCESS:

Eligible candidates who are current state employees with status in the Accountant I (Specialist) classification, lateral transfers from equivalent classes, former state employees who can reinstate into any of these classes, and persons who are reachable on a current employment list for the Accountant I (Specialist) may apply. Training and Development assignments may be considered.

All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed.

Additional hires may be made if positions become available.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.

All State Auditor's Office employees are excluded from collective bargaining.

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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.