



Controller Betty T. Yee

California State Controller's Office

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:

(287) Financial Accountant II
Bureau of Accounting and
Consulting (1 position available)

Position #:

051-420-4192-011

Salary Range:

\$7,394 - \$9,188

Issue Date:

10/9/2020

Contact:

Denisse Luna 916-324-4428

Location:

State Accounting & Reporting
3301 C Street, Suite 755
Sacramento, CA 95816

Final Filing**Date:**

10/23/2020

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are 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 your CalCareers account or to address below:

State Controller's Office
Human Resources Office
ATTN: Classification Unit - IG
300 Capitol Mall, Ste. 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application package must include either ARF # 49 or Position #051-420-4192-011 in the job title section. Application received without this information may be rejected.

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

The following link outlines a summary of benefits available to state employees:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Applications will be screened and only the most qualified will be interviewed. Please include a copy of your degree, transcripts, and detailed work experience on your application. 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.

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.

Work Hours: 8:00 am – 5:00 pm, Monday – Friday

Scope of Position:

Under general direction of the Manager, (Financial Accountant III), the Financial Accountant II (FA II), in the Bureau of Accounting and Consulting (Bureau), is responsible for Bureau wide supervision and application of governmental budgetary principles, practices and procedures of public finance for implementation, administration and technical oversight of the annual State of California Budget Act and special legislation in the comprehensive financial system of the centralized accounts. The FA II must have knowledge of the comprehensive financial system of the centralized accounts, which are uploaded annually into the financial reporting systems for Budgetary/Legal and Generally Accepted Accounting Principles (GAAP) for statewide financial reporting purposes. The Bureau is responsible for conducting financial analysis, review of revenue, transfers and expenditure transactions for financial accounting compliance, evaluating and preparing financial accounting records in accordance with the Budget Act provisional language, Control Sections, statewide executive orders, budget revisions, loans and special legislation. The Bureau is responsible for providing statewide financial data/reports and providing financial consulting services including recommendations and solutions.

Duties and Responsibilities:

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

- 1 Perform technical and professional financial accounting activities or plan, organize, direct and supervise financial accounting professionals responsible for the complex analytical reviews and approvals, manage the compilation of financial accounting records for governmental and non-governmental cost funds and establishments and administration of fiscal legal authority of statewide financial appropriations for the annual operating budget, special legislation, and complex bond funds that have a downstream impact to GAAP financial reporting.
- 1 Supervise professional financial accounting staff in maintaining the comprehensive financial system of the centralized accounts including a multitude of automated, complex financial accounting systems; tools used to record, analyze financial accounting transactions to generate statewide certified legal financial reports.
- 1 Supervise daily operations workflow of professional financial accounting staff responsible for the review, analysis, problem solving, compilation and financial accounting control of financial appropriations for state agencies, departments, boards, commissions and universities.
- 1 Supervise professional financial accounting staff involved in studies/analysis, testing and implementation of the statewide Projects impacting financial accounting operations: FI\$Cal (replacing the State's current financial accounting and reporting systems) and other related technology projects.
- 1 Supervise and provide training to other professional financial accounting staff. Keep managers inform on various projects. Ensure administrative activities are executed timely.

Desirable Qualifications:

- 1 Knowledge of accounting principles and procedures.
- 1 Knowledge of PeopleSoft.
- 1 Ability to analyze data, draw sound conclusions, and make recommendations.
- 1 Ability to organize and establish workload priorities, work well under pressure, and exercise initiative and flexibility.
- 1 Ability to multi-task.

- 1 Excellent communication skills.
- 1 Ability to work effectively both independently and cooperatively with others.
- 1 Degree in Business Administration with a concentration in Accounting.
- 1 Ability to interpret and apply laws, rules, standards, and procedures.
- 1 Knowledge and experience with personal computers utilizing Microsoft Outlook, Word, Excel, Access, etc.
- 1 Self-motivated, dependable, and a positive attitude.

MISSION: The California Controller's Office ensures the state government's monetary resources are independently accounted for and disbursed according to law in a timely manner.

VISION: The State Controller's Office strengthens California's fiscal and economic standing by protecting taxpayer dollars, promoting transparency, modeling financial integrity, and supporting accountability throughout government.

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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 02/2020