DUTIES:

Under general supervision of the Accounting Administrator I (Supervisor), this position performs professional accounting duties of average difficulty.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Review incoming contracts and Interagency Agreements (IAs) for accuracy, proper approvals and correct coding in accordance with Generally Accepted Accounting Principles, State regulations and departmental policy. Review all incoming invoices for conformance with contract language. Establish and maintain contract account and assure balance availability before payment is made. Make periodic payments for office space leases. Work continually with State Controller’s Office, Business Services and program staff to resolve any problems encountered.

- Act as a lead for the Accounts Payable Unit. Train staff as necessary in new procedures. Inform staff of new and existing departmental policies. Assist staff in resolving problems and backlogs and help in meeting prompt payment requirements.

- Analyze SCO journal entries for direct transfers. Determine appropriate general ledger impact and corresponding CALSTARS transaction code.

- Responsible for reconciling the #421 Agency Bank Account for STO.

- Complete the monthly reconciliation of encumbrances to their source documents using Monarch and Excel computer software programs. Take any necessary corrective action.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to work under pressure and handle multiple priorities
- Computer skills
- Courtesy and tact
- Good attendance
- Willingness to follow a prescribed routine
- Ability to share job knowledge, skills and ideas
- Ability to develop cooperative working relationships with staff of the State Treasurer’s Office and Financing Authorities, State Controller’s Office, Department of Finance, outside vendors, other State agencies and the public.
CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Accounting Officer (Specialist). Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer’s Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Please provide proof of meeting the educational requirements of the classification you are applying for. (i.e., college degree or transcripts of completed number of units or showing degree obtained.) Also, list the number “820-200-4546-004” on your application/resume.

FINAL FILING DATE:

State application must be received or postmarked by June 4, 2015. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer’s Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC   (916) 653-3100
CALNET   (916) 453-3100

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. STO complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.

INFO: sz
05/19/15