



Classification: Accounting Administrator I (Specialist)
Title: Accounting Administrator I (Specialist)
Tenure and Time Base: Permanent, Full-Time
Salary: \$5,913.00 - \$7,402.00
Posted: May 18, 2022
Final Filing Date: July 15, 2022

The California Student Aid Commission (CSAC), located in Rancho Cordova, is the principal state agency responsible for administering approximately \$3 billion in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission (Commission) is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

About the Commission's Programs

The Fiscal and Administrative Services Division is responsible for fiscal services, administrative/fiscal research, administrative operations, business services, contracting, and budgets. The Fiscal Services Section oversees CSAC's budget, maintains the records for all funds and ensures that accounting transactions are accurate and processed timely in accordance with applicable laws, rules, policies, and regulations. CSAC is funded by the State's General Fund and reimbursements received from other state agencies pursuant to interagency agreements.

Highlights of the Job

Under the supervision of the Fiscal Manager (Staff Services Manager II), the Accounting Administrator I acts in a lead capacity over accounting functions of the California Student Aid Commission. The incumbent performs work of highly complex difficulty, and duties assigned commensurate with background & training and as the Accounting Manager, performs financial related transactions and tasks in the Accounting Unit. This work includes but is not limited to the review and analysis of Accounts Receivable balances and documentation, review and approve expenditure documentation for processing, and acts as the Travel Liaison. Provides customer service and follow-up to all areas of the Commission. Reviews and analyzes, expenditure data, and provides monthly reports to management, such as encumbrance report reconciliation.

Preferred Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Excellent verbal and written communication skills.
- Ability to exercise good judgment, initiative, and creativity.
- Excellent research and analytical skills.
- Ability to multi-task in a fast-paced environment.

Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ). **Applications received without an SOQ or not according to the instructions, will be rejected.** A résumé is not considered an SOQ. Please include your name and title with "Statement of Qualifications" on the document.

The SOQ should be no more than two pages in length, single spaced, 12 pt. font, describing your:

- Experience with currently performing the same or similar work.
- Experience with implementing customer focused, responsive and action orientated, displaying urgency as required to meet unit needs and goals.
- Level of proficiency utilizing Microsoft Excel, Word, Teams, PowerPoint, and Outlook along with your ability to prepare clear, comprehensive, and concise reports.
- Experience facilitating and or directing and guiding work groups and re-engineering of processes by performing research, making recommendations to resolve complex issues, providing alternatives, and facilitating trainings.

Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the **Accounting Administrator I (Specialist)** classification.

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in an **Accounting Administrator I (Specialist)** position. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter. Other methods of appointments will be considered, including Training & Development (T&D) Assignments.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the [Accounting Administrator](#) classification. In addition, please attach all required

supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and/or résumés contain completed information or your application may not be accepted.

How to Apply/Final Filing Date

Please reference **RPA #21-073, JC-307928, Position #270-734-4552-XXX, Accounting Administrator I (Specialist)**, in the 'Job Title' section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), Statement of Qualifications, submission of a résumé is optional. Applications and Statements of Qualifications must be received or postmarked by the final filing date of **July 15, 2022**. Electronic submission of applications and Statements of Qualifications may be completed through your CalCareer account at www.jobs.ca.gov. Please contact the Personnel Office at (916) 464-3949 or email at Personnel@csac.ca.gov if you need assistance with the electronic application process.

Applications will **not** be accepted by fax or e-mail. You may also submit your application by mailing or in person to:

CA Student Aid Commission
P.O. Box 3210
Rancho Cordova, CA 95741-3210
Attn: HR Recruitment

CA Student Aid Commission
11120 International Drive, Suite 100
Rancho Cordova, CA 95670
Attn: HR Recruitment

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 identity or expression, 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 of any person.

It is an objective of the State of California to achieve a drug-free workplace. 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.

CALIFORNIA STUDENT AID COMMISSION
DUTY STATEMENT

Position Identification:

Employee Name:	VACANT
Classification:	Accounting Administrator I (Specialist)
Working Title:	Accounting Administrator I (Specialist)
Position Number:	270-734-4552-001
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	02/01/2022
Effective Date:	TBD

Function (Summary of Responsibilities):

Under the supervision of the Fiscal Manager (Staff Services Manager II), the Accounting Administrator I acts in a lead capacity over accounting functions of the California Student Aid Commission. The incumbent performs work of highly complex difficulty, and duties assigned commensurate with background & training and performs financial related transactions and tasks in the Accounting Unit. This work includes but is not limited to the review and analysis of Accounts Receivable balances and documentation, review and approve expenditure documentation for processing, and acts as the Travel Liaison. Provides customer service and follow-up to all areas of the Commission. Reviews and analyzes, expenditure data, and provides monthly reports to management, such as encumbrance report reconciliation.

Reporting Relationships:

Reports directly to the Fiscal Services Manager (SSM II), Fiscal and Administrative Services Division.

Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Fiscal and Administration Division is responsible for fiscal services including Accounting, Budgets, as well as Business Services, Contracts, Human Resources and Facilities Management.

Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 25% Provides the most highly complex analysis and accounting reconciliations pertaining to Accounts Receivables (ARs), including but not limited to programs such as Cal-T, Paul Douglas, Golden State Teachers, Payroll ARs, and miscellaneous revenue. Reviews internal logs, spreadsheets and workbooks and provides in-depth review of records in comparison to our book of record, Financial Information System for California (FI\$CAL). Works with Accounting staff to maintain accurate and auditable records.
- 25% Serves as a subject matter expert and provides first level review, and recommendation on various documents that are submitted to Department of General Services (DGS), Contracted Fiscal Services (CFS). This includes, but may not be limited to, Payment Approval Label (PAL) packets to be submitted to DGS-CFS by accounting staff. Review packets for fund availability, accurate supporting documentation, and correct coding. Reviews internal logs, spreadsheets and workbooks and provides first level review of monthly reconciliations to ensure PALs submitted are reflected accurately in FI\$CAL.
- 20% Serves as the Travel Liaison for the Commission. Provides support and sets up individuals with the California Automated Travel Expense Reimbursement System (CalATERS) accounts. Develops and updates memos, templates, forms, and procedural manuals including, but not limited to the annual travel brochure and internal policy and procedures manual. Facilitates departmental trainings as needed in order to produce consistent practices for the department. Re-engineering of processes by performing research, making recommendations to resolve complex issues, providing alternatives, and facilitating departmental trainings in order to ensure effective trainings are developed and to foster a supportive team atmosphere, utilizing small and large group meetings, ServiceNow, email, Microsoft Teams, and other collaboration tools. Attend DGS quarterly meetings and update staff with any necessary information.
- 15% Provides independent review and analysis of capital asset purchases and items surveyed. Completes the asset management process in FI\$CAL as part of the month end close processes. Reconciles balances on a monthly basis and elevates reports to the Fiscal Services Manager for review. Develops documented workflows and best practices in collaboration with business services and information technology.

10% Serves as a backup for the review and analysis of labor distribution in FI\$CAL. Reviews allocations in collaboration with the budget office and makes adjustments to funding splits as necessary. Reviews employee option distributions in FI\$Cal and updates CFS of any additions or changes to be made. On an annual basis, reviews the employee options table and provides information on setting up the new fiscal year table.

Non-Essential Functions

5% Participates and attends all fiscal and accounting related meetings and trainings including team and managerial meetings. Perform other duties as required.

ADA Requirement

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations.

Attendance:

Must maintain regular and acceptable attendance.

Signature:

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable

accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.