



Classification: Senior Accounting Officer (Specialist)
Title: Senior Accounting Officer (Specialist)
Permanent, Full-Time
Salary: \$4,975.00 - \$6,228.00
Posted: December 20, 2018

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$2 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova, in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

About the Commission's Programs

The Fiscal and Administration Division is responsible for fiscal services, research, administrative operations, personnel, communications, and outreach programs.

Highlights of the Job

Under general direction of the Accounting Administrator I (Supervisor) the Senior Accounting Officer (Specialist) performs complex accounting duties related to program contracts, reimbursements billing and reconciliation, which requires an understanding of the entire accounting process. The position may serve in a lead capacity over other accounting staff in the cashiering and accounts receivable unit.

This position processes various transactions for various local assistance programs and is responsible for reconciling expenditure records to control agency reports. This position works closely with departmental staff and control agencies and is part of the Financial Information System for California (Fi\$Cal) implementation team.

Minimum Qualifications

<http://www.calhr.ca.gov/state-hr-professionals/pages/4179.aspx>

Preferred Qualifications

- Knowledge of the State's accounting rules and regulations, including Fi\$Cal.
- Proficient computer skills in Excel, Word and experience using FI\$Cal.
- Excellent organizational skills, demonstrated excellent oral and written communications skills.
- Ability to establish and maintain cooperative working relationships with staff at all levels.
- Performs analytical review of FI\$CAL trial balances and budgetary reports and to determine the proper accounting.
- Experience with Plan Financial Adjustments (PFA), general ledger, month-end close and year-end process.
- Correspond and resolve verbal and/or written issues with departmental staff at all levels and with various State Control Agencies.
- Experience performing reconciliation (bank statement, cash receipt, funds). Research and resolve FI\$CAL posting errors.

Who Should Apply

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 25), or currently in a Senior Accounting Officer (Specialist) position. All methods of appointments, including Training and Development (T&D) Assignments and all tenures and time bases will be considered. 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.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the classification code or classification title you wish to review. 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 #18-041, JC-138920, Position #270-734-4567-XXX**, Senior Accounting Officer (Specialist), in the 'Job Title' section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the "minimum qualifications" to determine whether transcripts may be needed. Applications **will not** be accepted by fax or email.

Electronic submission of applications and résumés, through your CalCareer account at www.jobs.ca.gov, is preferred and will be accepted through **January 3, 2019**. If you need assistance with the electronic application process, please contact the Personnel Office by email at Personnel@csac.ca.gov.

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

CA Student Aid Commission
11040 White Rock Rd.
Rancho Cordova, CA 95670
Attn: HR-Recruitment

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), 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), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTION 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

I. Position Identification:

Employee Name:	Vacant
Classification:	Senior Accounting Officer (Spec)
Working Title:	Senior Accounting Officer (Spec)
Position Number:	270-734-4567-XXX
Location:	11040 White Rock Road Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	12/4/18
Effective Date:	TBD

Function: *(Summary of Responsibilities)*

Under general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) performs complex accounting duties related to program contracts, reimbursements billing and reconciliation, which requires an understanding of the entire accounting process. The position may serve in a lead capacity over other accounting staff in the cashing and accounts receivable unit.

Reporting Relationships:

Reports directly to the Accounting Administrator I (Supervisor).

II. 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, research, administrative operations, personnel, communications, and outreach programs.

This Senior Accounting Officer (Specialist) processes various transactions for various local assistance programs and is responsible for reconciling expenditure records to control agency reports. This position works closely with departmental staff and control agencies and is part of the Financial Information Systems for California (Fi\$Cal) implementation team.

III. Essential and Non-Essential Job Functions:

Essential Functions*:

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

- 45% Monitor local assistance funds. Monitor contract balances and reconcile expenditures of various local assistance programs monthly, and submit reconciliation reports to the Accounting Administrator I by the 5th of each month. Review invoices prepared by program staff, update logs and prepare and submit claim schedules to the State Controller's Office (SCO) for payments in compliance with contract agreements and inter-agency rules and regulations. Review and process Electronic Fund Transfer (EFT) claim schedules to SCO for payments.
- 20% Prepare invoices in accordance to inter-agency agreements for various local assistance programs. Review staff time reports to ensure labor costs for salaries and wages are distributed in accordance with contractual requirements for various local assistance programs. Reconcile expenditures and abatements with FI\$Cal reports. Reconcile all reimbursement reports and escheats to ensure accurate fund balances.
- 15% Prepare and process stop payment requests and duplicate check requests; Post cancelled check journal entries. Review cancelled check and uncashed warrant inquiries for various local assistance programs and consult with program staff for follow up. Prepare escheat checks for local assistance programs; return uncashed warrants to SCO; and research and correct posting errors.
- 10% Independently identify problems and issues and report them to the Accounting Administrator. Consult with departmental staff and other State agencies as directed by manager to identify and resolve accounting issues. Provide support and assistance as needed for agency special projects and control agency drills.
- 5% Assist with the reconciliation and preparation of month-end and year-end reports to ensure accuracy and timely financial reporting. Work closely with program staff to reconcile records between accounting and program administrators to resolve discrepancies. Provide support and assistance to managers and lead accounting staff to ensure accuracy and completeness of required reports and to ensure deadlines are met.

Non-Essential Functions:

- 5% Performs special projects as assigned and assist staff in the Fiscal and Administrative Services Division with other duties as required. Assist staff in researching and resolving the more difficult accounting problems. Provide reference materials and other resources as needed and assist staff in using these materials. Establishes and updates desk procedures to provide information and direction to staff to ensure standardization, compliance, accuracy, and efficiency.

IV. 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

V. Physical Requirements:

Ability to operate a personal computer, telephone and other office machines such as copiers, fax machines, and calculators. 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 desktop computer and/or reviewing documents.

VI. Working Conditions:

Employee's work is to be performed within a cubicle configuration, 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 meeting locations.

VII. Attendance:

Must maintain regular and acceptable attendance.

VIII. 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 accommodation. (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).

As an employee of the CA 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.