



Staff Services Manager I (Specialist) Budget Manager Job Bulletin Full-Time, Permanent

The California Student Aid Commission (CSAC) is seeking Staff Services Manager I-Specialist. In this role, you will serve as the Budget Manager and be accountable for monitoring and forecasting the operational budget for CSAC. This includes providing monthly, quarterly and year-end expenditure and projection reports through compilation of past spending patterns, for all open fiscal years, prepares a cash flow and spend analysis for all contracts, procurements and their encumbrances.

Read more details about this opportunity and to apply at [CalCareers](#).

About you: You enjoy working in a fast-paced environment and want to support the CSAC's mission. The following bullet points describe you:

- Attention to detail.
- Experience working with and/or reviewing financial information.
- Experience with Microsoft Excel and/or proprietary financial software to monitor, process and/or reconcile financial transactions.
- Experience using financial information to communicate information to others in writing and/or orally.

Location:

CSAC's Headquarters:
11120 International Drive, Suite 100
Rancho Cordova, CA 95670

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the California Student Aid Commission's current telework policy. While the California Student Aid Commission supports telework, in-person attendance will be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements consider an employee's designated Headquarters Location, primary residence, and may be subject to change by the California Department of Human Resources. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

Salary Ranges: \$6,760.00-\$8,398.00

Benefits: Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

Last day to apply: March 29, 2024

What you'll do:

- Compiles data on summarized actual expenditures and projections for the Budget Officer in support of monthly, quarterly, and year-end expenditure projections; tracks expenditures by line item for all line items such as operating expenses and personal services, prepares cash flow analysis, compiles of past spending patterns against current needs, reconciles appropriations by expenditure category.
- Prepares all required documents for the annual Governor's Budget process by building the Budget Galley, including, but not limited to: Salaries and Wages Supplement (7a)/Schedule (8), employee compensation adjustments (9800 drill), and employer retirement contributions (3.60 drill), and creating the local assistance special display. Prepares responses to various budget letters as required, including prior year financial reporting, COVID-related data, operation reduction drills, etc.
- Review and oversight of travel reimbursements.

About CSAC

As the principal state agency, 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. By joining us, you become part of a passionate and driven organization dedicated to its mission where all areas across the organization are aligned with the common goal of developing technical and analytical skills and leadership abilities, through promoting teamwork and cross-functional teams.

About the Fiscal and Administrative Services Division

The Fiscal and Administrative Services Division's (FASD) mission is to provide customer service, support and governance to the organizational needs of the California Student Aid Commission through the following areas:

- Business Services: Oversees all Contracts and Procurements, Fulfillments/Printing and Facility needs for the department.
- Fiscal Services: Oversees the accounting and budget oversight for the department.
- Personnel Services: Oversees the variety of personnel matters related to Human Resources, Training and Labor Relations.

As a small but mighty division comprised of 25 employees, we strive for customer satisfaction and team collaboration. FASD is a safe space to learn, grow, and enhance your technical and analytical skills in the realm of Administrative work.

Diversity, Equity, and Inclusion at CSAC

Diversity Statement: Here at the CSAC, we want all of our employees to feel respected, valued, appreciated, and equipped to thrive. CSAC encourages employees to work together to fuel the creativity and innovation process necessary to serve our customers well. This

commitment fosters an inclusive work environment where all backgrounds, cultures, and personal experiences are honored as we join in common cause to make college affordable for all California students.

The State of California is an Equal Employment 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.