The California Student Aid Commission (CSAC) is the principal state agency responsible for administering approximately $3 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.

About the Commission’s Programs

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 general direction of the Deputy Director, Fiscal and Administrative Services Division, the Staff Services Manager II (Supervisory) oversees all budget and accounting functions of CSAC. The Fiscal Services Manager plans, organizes, directs, and oversees the work of two (2) budget staff and six (6) accounting staff, and is responsible for ensuring that budget and accounting functions are carried out in a timely manner with a high degree of accuracy and reliability. Must be knowledgeable about the administration of CSAC’s financial aid programs and performs the most difficult and complex accounting duties. Manages month-end and year-end processes and provides regular updates to Division and Executive Management concerning the current and forecasted financial aid position of CSAC and its programs. Serves as the Commission liaison to State control agencies including Department of Finance (DOF), State Controller’s Office (SCO), State Treasurer’s Office, and the Financial Information System for California (Fi$Cal).

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 analytical skills to interpret and clarify statewide fiscal policies and procedures.
- Knowledge and experience with the State of California Budgetary and Legislative process.
- Excellent written and verbal communication skills.
- Excellent research and analytical skills.
• Ability to apply new ways of thinking and solve problems.
• Ability to multi-task in a fast-paced environment.
• Knowledge of the organization and functions of the California State Government including
  the organization and practices of the Legislature, Executive Branch, and DOF.

Statement of Qualifications

All interested candidates must submit a “Statement of Qualifications” for this position to be
considered. Applicants who fail to submit the Statement of Qualifications will be eliminated
from the selection process. The Statement of Qualifications should be typed in Arial font, 12-
point font size, and not exceed two pages in length. Each page should include your name and
the question number should be placed before each answer.

1. Please describe your knowledge and experience with the State of California Budgetary
   and Legislative functions and processes.
2. Describe your experience working in the Fi$Cal and Hyperion systems; provide years of
   experience.
3. Describe a time when you successfully improved a business process. What steps did
   you take to determine the need for improvement? And how did you implement the new
   business process? What were the results?
4. Describe your Budget Change Proposal (BCP) experience; have you written a BCP?
   For what purpose? Was this BCP successful?

Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be
appointed to the Staff Services Manager II (Supervisory) 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 25)), or currently in a Staff Services Manager II 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.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the
Staff Services Manager II 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 résumé; 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 #19-043, JC-185823, Position #270-734-4801-XXX, Staff Services
Manager II (Supervisory), in the ‘Job Title’ section on the application, Std. 678.
Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), submission of a résumé is optional. Applications must be received or postmarked by the final filing date of **Until Filled**.

Electronic submission of applications may be completed through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov). Please contact the Personnel Office at (916) 464-8910 or email at [Personnel@csac.ca.gov](mailto: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 in person or by mail at:

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

- CA Student Aid Commission
  - 11040 White Rock Road
  - Rancho Cordova, CA 95670
  - Attn: Personnel-Recruitment

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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.
Position Identification:

Employee Name: Vacant
Classification: Staff Services Manager II (Supervisory)
Working Title: Fiscal Services Manager
Position Number: 270-734-4801-005
Location: Rancho Cordova
License/Other Requirement: N/A
Date Prepared: December 4, 2019
Effective Date: TBD

Function (Summary of Responsibilities):

Under the general direction of the Interim Deputy Director, Fiscal and Administrative Services Division, the Staff Services manager II oversees all budget and accounting functions of the Student Aid Commission. The Fiscal Services Manager plans, organizes, directs, and oversees the work of two (2) budget staff and six (6) accounting staff and is responsible for ensuring that budget and accounting functions are carried out in a timely manner with a high degree of accuracy and reliability. The incumbent serves as the Commission’s expert on a broad range of budget and accounting procedures and regulations and must be knowledgeable about the administration of the Commission’s financial aid programs. The Incumbent oversees all budget and accounting functions, performs the most difficult and complex accounting duties and manages month-end and year-end closing processes. The Fiscal Services Manager serves as the Commission’s liaison to State control agencies including the Department of Finance, the State Controller’s Office, the State treasurer’s Office, and the Department of Fi$Cal for all budget and accounting functions.

Reporting Relationships:

Reports directly to the Deputy Director, 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 Administrative Services Division is responsible for Accounting, Budgets, Business Services, Contract Human Resources, and Facilities Management. The Fiscal Services Unit maintains budget and accounting records for all funds accounts and ensures that accounting transactions are accurate and processed in accordance with state laws, regulations and policies. The Student Aid Commission is funded by the State’s General Fund and reimbursements received from other state agencies pursuant to interagency agreements. The
agency receives approximately $3 billion funding from the General Fund and Department of Social Services.

**Job-Functions:**

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

45% **Oversee the administration of the Commission’s budget.** Plan, organize, and direct the work of the Budget Manager and Associate Budget Analyst. Provide budgetary oversight for CSAC’s approximately $3 billion-dollar budget. Oversee the establishment of the annual budget with the Department of Finance (DOF) in the Governor’s Budget and May Revise. Ensure critical deadlines in the budget cycle are met in a timely manner. Work with managers from other divisions to ensure the validity of reported financial aid expenditures and estimates. Provide periodic reports on the status of the Commission’s budget to the Executive Director and the Commission. Oversee agency responses to budget activities including but not limited to, Budget Change Proposals, employee compensation, cash management forecasting, and spring finance letters. Oversee the development and monitoring of division operation budgets. Monitor legislation for fiscal impact and provide analysis and recommendations as necessary.

Legislative work: liaison with Government Affairs Office at CSAC to review legislation and provide a fiscal impact assessment as well as a general overview of impact to CSAC. Act as the Legislative Coordinator for FASD to meet regularly with the legislative CSAC staff during the legislative season, review all proposed bills, provide a fiscal impact analysis in conjunction with affected divisions and follow the legislation with the CSAC Government Affairs office unit it becomes a Law/regulation or is withdrawn. Attend downtown hearings at the Legislature as needed.

25% **Provide supervision, direction, and oversight to the professional and technical staff in the Accounting Unit.** Plan, organize, and direct the work; provide workload assignments review and approve work. Coordinate and direct the accounting staff on various accounting activities, operations and projects including, but not limited to, accounts payable, accounts receivable, billing, payroll, deposits, cash remittance, cash management, cash flow, Travel Expense Claims/Office revolving Fund, general ledger, reimbursements claims. Ensure invoices for reimbursement are submitted on time and are consistent with inter-agency agreements. Monitor expenditures and fund balances to prevent overspending. Develop and implement annual budget and accounting workload schedules to ensure accounting activities are performed and completed on a timely basis, including but not limited to Month End and Year End Closing and year-end financial statements. Develop and implement accounting methods and procedures consistent with control agency requirements and management objectives, i.e. fiscal efficiency and accuracy. Ensure all accounting activities are in conformance with statutory and budgetary authority and Generally Accepted Accounting Principles. Provide technical advice and consultation to program staff on claims processing activities as need. Resolve the more complex accounting issues. Provide regular updates to Division and Executive Management concerning current and forecasted financial position of the Commission and its programs; including any issues and risks related to accounting procedures, processes, policies, technical issues, proposed legislation, or upcoming programmatic changes.
Collaborate with DOF and Fi$Cal on accounting requirements in Fi$Cal. Resolve issues that arise and assist the Commission staff with Fi$Cal Service Center tickets. Serve as the Accounting subject matter expert to Fi$Cal, DOF, SCO, STO, and other departments to provide expert advice and guidance. Maintain cooperative working relationships with all other CSAC divisions and units, control agencies, outside entities and other State agencies. Assist in the development and implementation of administrative policies and procedures, identify and analyze complex, sensitive, and emerging administrative issues, recommend appropriate courses of action. Oversee and develop operational procedures pursuant to state and federal laws, regulations, and guidelines.

Formulate, develop, and recommend policies and procedures to ensure accurate records for the disbursement of financial aid program funds. Monitor local assistance cash flow to ensure adequacy of funding. Work with other division managers to ensure accurate and sufficient records and documentation for financial aid program claim schedules.

Provide training as necessary to ensure staff success; engage in staffing activities to enhance upward mobility, recruit, interview, and select staff to fill vacancies, mentor/coach and/or provide training to develop staff’s skills and knowledge. Encourage and motivate staff; communicate on a regular basis with staff; conduct staff meetings as appropriate; establish performance expectations and complete probationary reports and annual evaluations taking corrective actions as necessary to promote continuous improvement. Research and resolve issues regarding workload and objectives while maintaining clear lines of communication among staff. Monitor work of staff and report progress to management on a regular basis.

25% Ensure timely completion of month-end and year-end closure. Oversee reconciliations of General Ledger accounts and appropriation balances to the State Controller balances and the Governor’s Budget. Ensure sound financial accounting procedures. Ensure accounting systems and procedures maintain proper internal controls and adequate separation of duties. Establish and maintain ongoing contact with all levels of management internally and externally. Collaborate with managerial staff on policy level changes with accounting issues. Analyze monthly Fi$Cal reports and accounting reconciliation for reasonableness, accuracy, and timeliness.

Non-Essential Functions

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

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.*