



# Controller Betty T. Yee

## California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-8579.

**Position:**

(297) Accounting Analyst - Bureau of Accounting and Consulting (1 Position)

**Position #:**

051-420-4582-151

**Salary Range:**

\$3,635 - \$5,629

**Issue Date:**

10/16/2020

**Contact:**

Denisse Luna (916) 324-4428

**Location:**

State Accounting & Reporting  
3301 C Street, Suite 765  
Sacramento, CA 95816

**Final Filing****Date:**

10/30/2020

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit application package electronically via your CalCareers account or to address below:**

State Controller's Office  
Human Resources Office  
ATTN: Classification Unit - IG  
300 Capitol Mall, Ste. 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application package must include either ARF #51 or Position #051-420-4582-151 in the job title section. Application received without this information may be rejected.**

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

The following link outlines a summary of benefits available to state employees:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

*Applications will be screened and only the most qualified will be interviewed. Please include a copy of your degree, transcripts, and detailed work experience on your application. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Work Hours: 8:00 am – 5:00 pm, Monday – Friday

**Scope of Position:**

Under general direction of the Financial Accountant II or the Financial Accountant III, within the State Accounting and Reporting Division, the incumbent will utilize the knowledge of Government Codes, fiscal accounting rules, and regulations contained in the State Administrative Manual, the Uniform Code Manual, Governmental Accounting Principles and Procedures, and procedures prescribed by the State Controller's Office (SCO) or as required by law, performing professional accounting work in the development of FI\$Cal at the first journey level.

**Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Process reversal transaction requests, correct invalid transactions, and process voids for FI\$Cal agencies. Perform and release daily reconciliations, including the Consolidated Payment Fund, for FI\$Cal agencies. Maintain and process journal entries for FI\$Cal agencies. Compare Legacy activity to FI\$Cal activity.
- 1 Analyze, process, validate and monitor transaction requests in FI\$Cal and Legacy systems. This includes analyzing the impact of the Budget Revisions, Allocation Orders, Special Deposit Funds, Federal Trust Funds, and other adjustments impacting the California State Budget Act, including provisional language and/or trailer bills.
- 1 Monitor and validate appropriation authority and cash for FI\$Cal agencies.
- 1 Respond timely to inquiries from state agencies.
- 1 Update desk procedures.

**Desirable Qualifications:**

- 1 Knowledge of accounting principles and procedures.
- 1 Degree in Business Administration with a concentration in Accounting.
- 1 Knowledge of PeopleSoft.
- 1 Ability to analyze data, draw sound conclusions, and make recommendations.
- 1 Ability to organize and establish workload priorities, work well under pressure, and exercise initiative and flexibility.
- 1 Ability to multi-task.
- 1 Excellent communication skills.
- 1 Ability to work effectively both independently and cooperatively with others.
- 1 Ability to interpret and apply laws, rules, standards, and procedures.
- 1 Knowledge and experience with personal computers utilizing Microsoft Outlook, Word, Excel, Access, etc.
- 1 Self-motivated, dependable, and a positive attitude.

**MISSION: Protect California's financial integrity while providing transparency and excellent service.**

**VISION: Provide stewardship of public dollars while building a forward-thinking culture of continuous improvement and innovation.**

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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 expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 02/2020*