

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

December 24, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

ACCOUNTING OFFICER (SPECIALIST) FULL TIME / LIMITED TERM (12 MONTHS)

SALARY

\$4,016 - \$5,029

FINAL FILING DATE

JANUARY 11, 2016

POSITION LOCATION

SACRAMENTO

RPA #16-1159

QUESTIONS ABOUT THE JOB

ERIKA RODEA

(916) 341-3122

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

This is a 12 month limited term position that may be extended and/or may become permanent pending budget approval.

Duties: Under the general direction of the Accounting Administrator I (Supervisor), the Accounting Officer Specialist performs the accounting functions as they relate to payables, travel, general ledger, tracking expenditures and financial statements applying and using rules and regulations, procedures and governmental accounting principles and procedures.

Coordinate and perform necessary duties to establish and maintain various collection of reports for management purposes. Duties include: tracking all expenditures, reconciling expenditure reports, preparing and entering CCC projects activities to Calstars. Provide necessary reports to CCC management along with recommendations to ensure all available money is spent and fits the needs of the department. Monitor all data collection. Provide updates to management on any issues or revised procedures

Research, analyze and resolve accounting auditing issues. Reviews the monthly CALSTARS reporting system against the State Controller's Office balances (Tab Run) which includes: journal entries, direct transfer and other departmental transactions. Prepare any remittance of cash to the State Controller's Office (SCO).

Audit and review reports processed through the Cal Automated Travel Expense Reimbursement System (CALATERS) and Relocation Claims. Ensure that TECs related to reimbursement of travel and relocation, are in compliance with the CA Dept of Human Resources (CAL HR), the State Administrative Manual (SAM), and the department's rules and regulations. Assist with the accounts payable claim schedules and CALSTARS maintenance table.

Working with the general ledger staff, assist in the preparation of Plan of Financial Adjustment letters to ensure timely processing of expenditures transfers. Prepare Year-End Financial Statements and provide timely reports for submission. Reconcile and prepare the quarterly reports to Resource Agency.

Complete and submit SCO reportable forms for travel and relocation. Assists with daily sorting and distribution of mail received in the Accounting Branch.

Desirable Qualifications: The Accounting Officer (Specialist), must be familiar with advanced accounting and office procedures. The candidate must have basic computer skills and must be familiar with Excel and Word applications. Additional desirable qualifications include: ability to communicate, good customer service skills, must be able to maintain a workload with few errors and be flexible with meeting the needs of the department. This is a great opportunity for someone to learn many different accounting functions in a small office.

Who May Apply: Applicants currently at the Accounting Officer (Specialist) or those who have eligibility for appointment, or transfer to this classification. Training and Development (T&D) Assignments may be considered. Please submit a copy of school transcripts with application.

Please indicate RPA 16-1159 in the job title section of your State application.