

# CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

## Career Opportunity

*March 18, 2016*

- 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.

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## ACCOUNTING OFFICER (SPECIALIST) FULL TIME / PERMANENT

### SALARY

\$4,016 - \$5,029

### FINAL FILING DATE

APRIL 4, 2016

### POSITION LOCATION

SACRAMENTO

RPA #16-1203

### QUESTIONS ABOUT THE JOB

ERIKA RODEA

(916) 341-3122

OR VISIT OUR WEBSITE

[WWW.CCC.CA.GOV](http://WWW.CCC.CA.GOV)

### SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24<sup>TH</sup> STREET

SACRAMENTO, CA 95816

Duties: Under the general direction of the Accounting Administrator I (Supervisor), the

Accounting Officer Specialist performs a variety of accounting duties that require knowledge of financial recordkeeping, basic principles of accounting, and governmental accounting principles and procedures, good communication skills and excellent customer service.

Organize, review, analyze and audit invoices for all payables including Purchase Orders (POs), Voyager, and miscellaneous invoices for payment, ensure all documentation is properly identified and attached; prepare payment logs for POs documenting partial payments and completed payments on the purchasing authorization document. Verify vendor information in the California State Accounting and Reporting System (CALSTARS), if information not available, request a Payee Data Record Form (STD. 204). Prepare error memos to departmental staff who submit invoices for payment. Communicate with staff and vendors to resolve disputes related to invoices and provide good customer service. Present any critical issues to management with options for resolution to resolve issues.

Perform vendor and management research and analyzes history of payment to ensure proper payment has been made and provide prompt responses to payment enquiry. Provide research from State Administrative Manual (SAM) or Government Code to document appropriate use of state funds. Update and maintain procedure manual for the payables desk. Assist in the maintenance of the vendor edit table. Provide specialized research and prepare reports for management as needed. Reimburse the revolving fund as needed. Reconcile and claim schedule the department's monthly Voyager.

Audit and review coding for appropriate index, object and PCA codes to record expenditures, make entries into CALSTARS and Fiscal System to generate claim schedule face sheets and remittance advices necessary to submit claim to SCO. Correct claim schedules as needed. Encumber Purchase Orders in CALSTARS on a daily basis, verifies vendor information in CALSTARS, performs the monthly encumbrance reconciliation, verifies validity of encumbrances and makes adjustments under the direction of CCC program to encumbrance documents. Assist with monthly report to Board of Equalization for all Use Tax due.

Act as a liaison between CCC and control agencies to resolve questions or concerns regarding accounts payables. Assist in the Year-End process including Accruals, payment of Accruals and Year-End Statements. Maintains accounting records, which includes filing the CD102's and claim schedule folders. Assist with incoming daily mail.

**Desirable Qualifications:** The Accounting Officer (Spec), 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 (Spec) 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 16-1203 in the job title section of your State application.