

CALIFORNIA STATE AUDITOR
JOB OPPORTUNITY
ACCOUNTANT TRAINEE

Permanent – Full-Time



DUTIES:

Under close supervision of the Fiscal & Business Services Manager and in a learning capacity, the incumbent is responsible for professional accounting work including accounts payable, general ledger, and other related work. Specific duties include but are not limited to:

Accounts Payable (50%)

- Process vendor payments including matching invoices with authorizing documents and obtaining approval for payment. Prepare claim schedules, resolve invoice disputes with vendors, and ensure payments are made promptly.
- Monitor contract balances, including evaluating invoices to ensure compliance with project scope and budget. Contact project managers for invoice approval, and prepare budget and expense reports for project managers.
- Prepare revolving fund checks for approval including checks for travel advances, expenses and other miscellaneous checks.
- Reconcile CalCard statements and obtain required approvals. Ensure all charges are pre-approved and supported by a receipt. Prepare CalCard statements for payment.

General Ledger (40%)

- Maintain General Ledger Accounts including preparing journal entries, analyzing account balances, preparing necessary adjustments, and reconciling agency accounts with the State Controller's records and accounts.
- Research, resolve, correct, and/or contact the State Controller's Office or the Treasurer's Office to mitigate discrepancies.
- Prepare monthly financial reports including the Cash and Expense reconciliation reports and the Revolving Fund Accountability Statement.
- Reconcile the Office Revolving Fund monthly including preparing a bank statement analysis and cash verification reports, identifying outstanding checks, and ensuring advances are cleared in a timely manner. Prepare electronic funds transfers for approval.
- Assist in developing year-end closing entries, determine year end accruals and prepare year end reports, financial statements and footnotes.
- Assist with the compilation of financial audit documents and schedules for annual external audit and assist in retrieving requested information.

OUR MISSION:

The California State Auditor promotes the efficient and effective management of public funds and programs by providing citizens and the State independent, objective, accurate, and timely evaluations of state and local government activities.

Position Number 339-100-4179-900
Job Control – JC 132603

SALARY

\$ 3,775 – \$ 4,500

All positions are located in
Sacramento, CA.

Final Filing Date:
November 16, 2018

APPLICATION REQUIREMENTS:

To be considered, you must submit a signed state application (Std. 678) and Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how your education, training, experience, and skills meet the desired qualifications and qualify you for the position. The SOQ serves as documentation of your ability to present information clearly and concisely in writing and should be typed and no longer than two pages in length.

Send a completed STD.678 and SOQ to:

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

or
HR@auditor.ca.gov

or
Through your Cal Career account.

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Other Duties (10%)

- Maintain accurate, complete and organized accounting records and files. Adhere to established record retention policies.
- Prepare invoices for professional services and other expenses. Ensure timely collection of payments due. Follow-up on past due accounts. Advise Fiscal & Business Services Manager of invoice questions or disputes.
- Conduct special projects and assignments.

DESIRABLE QUALIFICATIONS:

- Knowledge of accounting principles and procedures, governmental accounting and budgeting, the uniform accounting system and procedures of the state of California and related laws are desired but not required.
- Experience with or desire to learn State accounting principles, methods, and procedures.
- Experience requiring accuracy and attention to detail.
- Possession of excellent organizational and record keeping skills.
- Proficiency with Microsoft Office Suite software including Excel and Word.
- Ability to effectively communicate verbally and in writing.
- Ability to analyze and draw logical conclusions.
- Ability to follow oral and written directions appropriately.
- Ability to manage multiple priorities and quickly adapt to changes.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the California Department of Justice to disclose criminal records prior to appointment. All State Auditor's Office employees are excluded from collective bargaining.

California Relay Service:

1-800-735-2929 (TTY)
1-800-735-2922 (Voice)

For more information contact:

Olivia Maloney
(916) 445-0255, ext. 581
OliviaM@auditor.ca.gov

SELECTION PROCESS:

The California State Auditor is part of the merit-based California civil service selection system. The civil service selection system consists of two simple steps: exams and hiring. This job announcement is part of the hiring step in the process. If you have not yet completed the exam for this position, please visit: <https://jobs.ca.gov> to take the exam. You can still apply for the position but must complete the exam process before you will be considered for a hiring interview.

WHO MAY APPLY:

Current state employees with status in the Accountant Trainee classification (class), lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this class may apply. All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.



auditor.ca.gov

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, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. 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