Job Opportunity Bulletin

Post Date: 11/30/2012

Accounting Officer (Specialist)

Salary $3,841- $4,670
Permanent, Full-Time
FINAL FILING DATE: December 14, 2012
Re-advertisement, previously advertised 8/30/12

JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES please visit our website at www.dds.ca.gov

Would you like to work in a fast paced environment that provides excellent customer service and knowledge & expertise sharing in the accounting field? Department of Developmental Services is committed to providing leadership, building partnerships and supporting choices. You too can be part of this organization!

Under the supervision of the Staff Services Manager I, the Accounting Officer (Specialist) will be responsible for monthly process and reconciliation of ICF SPA payment to vendors. Maintaining tracking information and processing monthly payments to Regional centers.

Desirable Qualifications, Knowledge, Skills and Abilities:

- Ability to apply accounting principles, procedures and office methods to effectively and accurately perform accounting functions;
- Prepare clear, complete and concise reports with the use of various accounting tools (e.g. CALSTARS, software);
- Knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity;
- Comprehensive knowledge of public finance principles to maintain effective on going contact with public entities.
- Must be highly organized, with strong Excel and MicroSoft word skills
- Provide excellent customer services skills and regular attendance.

ADDITIONAL INFORMATION: This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit a State application (STD. 678) postmarked by ***December 14, 2012***. Please include; the basis of your eligibility in the ***Explanations'*** section and position **#152-4546-702** in the ***'Job Title'*** section of your application.

Please refer to:
Position #: 152-4546-702
Mail your application to:
Department of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION
Name: Linda Newson
Number: (916) 322-9018
E-mail: linda.newson@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
1600 Ninth Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
FINANCIAL SERVICES BRANCH
ACCOUNTING SECTION

JOB TITLE: Accountant Officer (Specialist)

GENERAL STATEMENT OF DUTIES: Under close, direct supervision of a Staff Services Manager I (SSM I) and under close, direct professional guidance of an Accounting Administrator III, the Accountant Officer is responsible for establishment and payment of invoices for Intermediate Care Facilities (ICF) for Day Programs and Transportation costs as well as reimbursement for payments from with Department of Health Care Services (DHCS). Knowledge of CALSTARS, the State Administrative Manual and other pertinent rules and regulations is a necessary aspect of this position.

SUPERVISION REQUIRED: Reports to the Staff Services Manager (SSM I), Accounts Payable Unit

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Works on the computer 30% to 40% of the time. May be required to lift up to 25 lbs. _____

TYPICAL WORKING CONDITIONS: Open spaced partitioned offices with smoke-free environment. During peak times including year end processing, request for leave will be limited and approved on case by case basis. _____

ESSENTIAL DUTIES:

70% Establish, maintain and process monthly account invoices for ICFs (currently over 5,000 invoices) to ensure billings, reimbursements and payments are made according to policies and procedures of the Department. Review and audit claims prior to submitting for reimbursement to DHCS in order to ensure accuracy in accordance with Department policy, State Administrative Manual and California Code of Regulations.

15% Assist in developing, maintaining, reconciling and overseeing balance reports against reimbursement and payment data for the ICFs to ensure proper posting to accounts; communicate with DHCS on reimbursement requests or issues that arise. Work closely with DHCS and ICFs to resolve issues with reconciliation of invoices and records.

10% Assist and communicate with researching and responding to requests for financial information from Department managers, DHCS, State control agencies (Department of Finance, State Controller's Office), Federal government agencies contracting agencies and various auditors.

5% Initiate and communicate responses to vendors and contractors to resolve discrepancies and to explain policies and procedures.

_____ _____
Date

_____ _____
Staff Services Manager I Date