Job Opportunity Bulletin

Post Date: JULY 3, 2014

ACCOUNTING ADMINISTRATOR I (SPECIALIST)

Salary $4,833 - $6,050
Permanent, Fulltime
FINAL FILING DATE: July 17, 2014

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 sharing your knowledge & expertise with other in the accounting field? Department of Developmental Services (DDS) is committed to providing leadership, building partnerships and supporting choices. You too can be part of this organization.

Under the general direction of the Accounting Administrator III, Chief of Accounting, the Accounting Administrator I (AA I) (Specialist) will be responsible for maintaining the accounting information for DDS-Regional Center Community Placement Plan (CPP) as well as for providing the accounting and fiscal data related to cash flow.

Desirable Qualifications, Knowledge, Skills and Abilities:

- Knowledge of accounting principles, procedures, governmental accounting and budgeting.
- Highest level of knowledge and experience using Excel.
- Experience analyzing data and making recommendations to management.
- Ability to work with all levels of employees inside and outside State service. Provide excellent customer service to all.
- Knowledge and experience using the California Accounting and Reporting System (CalSTARS).
- Knowledge of the financial organization and procedures of State of California and related laws, rules and regulations.
- Ability to accounting principles and procedures; analyze data and draw sound conclusions; and analyze situations accurately.
- Ability to make sound business management practices, including training, communication and personal interaction.

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 an original signed state application (STD. 678) and a resume by the final filing date. All applicants will be considered however, SROA/Surplus will be given priority. Please include the **basis of your eligibility (list eligibility and/or lateral transfers must meet the minimum qualifications of this classification)** and position #473-152-4552-003 on your application.

Please refer to:
Position # 473-152-4552-003

Mail your application to:

Dept. 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
Email:
linda.newson@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
1600 9th Street, MS-Q
Sacramento, CA 95814
"Building Partnerships, Supporting Choices"

DUTY STATEMENT
DS 3022 (11/2013)

CLASSIFICATION Accounting Administrator I, Specialist	**DIVISION/BRANCH** Administration/Financial Services Branch
EMPLOYEE NAME	**SECTION/UNIT** Accounting Section
POSITION NUMBER 473-152-4552-003	**EFFECTIVE DATE**

SUMMARY: Under the general direction of the Accounting Administrator III, Chief of Accounting, the Accounting Administrator I (Specialist) will be responsible for maintaining the accounting information for DDS-Regional Center Community Placement Plan (CPP). This position performs the duties/functions at the most complex technical accounting level as an Accounting Administrator I, Specialist and is responsible for providing the accounting and fiscal data needed to meet the department's program objectives. Is responsible for General Ledger activities related to cash flow. Strong knowledge of State cash flow processes, State and Department deadlines, California State Accounting and Reporting System (CalSTARS), Excel, Word and good communication skills needed.

EXAMPLES OF DUTIES:

50% Prepare reconciliation reports for tracking all CPP claims by Regional Center; evaluate and monitor cash flow for submission to management utilizing the (CalSTARS. Establish, record and maintain the Community Placement Plan invoices for 21 regional centers for payment and ensure accuracy and appropriateness of expenditures, advances, and offsets by appropriation line item. Research CalSTARS, Quickbooks, State Controller's Office (SCO) and take appropriate corrective action on any reconciling items. This includes all fiscal years that are re-appropriated which extends the fiscal years past the normal 3 year budget and accounting cycle. These duties will require a close working relationship with the Regional Center Payables and General Ledger Units.

35% Provide back up to the General Ledger Headquarters desk to calculate and prepare the Plan of Financial Adjustment for Headquarters, Department of Justice charges, and any other charges distributed to the various developmental centers. Back up to prepare the allocation orders to move funds between the Developmental Centers (DC) to achieve cash authority balances at the State Controller's Office to meet the Departments obligations. Track the cash authority balances of the Regional Centers CPP, Headquarters and DC's at the State Controller's Office ensuring cash availability to meet DDS obligations. Review the reimbursements, deposits and remitting of cash to the State Treasurer's Office which includes review of the Cash Reconciliations from all General Ledger DC positions.

10% Research and respond to various requests for financial information from department managers, state control agencies, federal government agencies, and various auditors. Initiate and answer correspondence, communicates with other sections and state agencies when necessary to resolve problems.

5% Establish and coordinate year end closing and adjusting entries for accruals and encumbrances. Facilitate timely submission of accurate year-end information to State Controller's Office (SCO) and management.

JOB TITLE: Accounting Administrator I, Specialist **POSITION #:** 473-152-4552-XXX

SUPERVISION RECEIVED: Reports to the Accounting Administrator III, Chief of Accounting

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Move about, stand, reach, stoop or bend. Ability to use a personal computer and various office machines in an office environment. Lift up to 25 pounds (files, boxes, books).
TYPICAL WORKING CONDITIONS: Open-spaced partitioned office in a smoke-free environment.

PERFORMANCE REQUIREMENTS:

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; and business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

CERTIFICATION OR LICENSE: None.

ALTERNATIVE TO MINIMUM QUALIFICATIONS: None.