Job Opportunity Bulletin

Post Date: JANUARY 23, 2014

SENIOR ACCOUNTING OFFICER (SPECIALIST)

Salary Range: \$4400 - \$5508 Permanent, Full-Time

FINAL FILING DATE: FEBRUARY 6, 2014
(WILL CONSIDER ASSISTANT ADMINISTRAVTIVE ANALYST)

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 general direction of the Manager of the Fiscal Systems Unit, the Senior Accounting Officer (Specialist) is responsible for performing the more difficulty accounting duties such as the maintenance and operation of the DDS' Cost Recovery systems billing rate development process.

For complete duties, please see the duty statement on the following page.

JOIN THE DDS TEAM!

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

Please refer to: Position #473-153-4567-XXX

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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of Accounting principles and procedures as it applies to State government
- General knowledge of principles of accounting, governmental accounting principles and procedures.
- Knowledge of California State Accounting and Reporting Systems (CALSTARS).
- Ability to apply accounting principles and procedures.
- Ability to analyze data to conduct reviews and audits, resolve problems and make necessary adjustments.

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) by the final filing date.

Please include the basis of your eligibility (list eligibility and/or lateral transfers must meet the minimum qualifications of this classification) and position #473-153-4567-XXX on your application.

CONTACT INFORMATION

Name: Linda Newson

Number: (916) 322-9018

Email: linda.newson@dds.ca.gov



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

DEPARTMENT OF DEVELOPMENTAL SERVICES ADMINISTRATION DIVISION FINANCIAL SERVICES BRANCH FISCAL SYSTEMS UNIT

DUTY STATEMENT

JOB TITLE: SENIOR ACCOUNTING OFFICER, SPECIALIST

General Statement of Duties: Under the general direction of the Manager, Fiscal Systems Unit (FSU), the position is responsible for performing the more difficult accounting duties which require an understanding of the entire accounting process such as the maintenance and operation of the Department's Cost Recovery System (CRS) billing rate development process for the four (4) Developmental Centers (DCs)/two (1) State-Operated Facility (SOF) and five (5) Department of State Hospitals (DSH) State Hospitals (SHs).

SUPERVISION RECEIVED: Reports directly to the Staff Administrative Analyst, Accounting Systems Manager of the Fiscal Systems Unit.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Requires working under stressful conditions and irregular hours during peak workload periods. This position requires that the incumbent be able to sit for long periods of time while using a personal computer or reviewing documents and working papers.

TYPICAL WORKING CONDITIONS: Indoor setting, open-spaced partitioned office in a smoke-free environment.

EXAMPLE OF DUTIES:

- Apply accounting principles in the analysis, development, and coordination of proposed CRS modifications necessary to accommodate changes in program and/or fiscal requirements imposed by the Department, Title 18 Medicare, Title 19 Medi-Cal, Office of Statewide Health and Development, etc.
- 20% Provide consultation and coordination with Departmental staff at Headquarters and DCs/SOFs, and SHs on CRS' cost center structure, fiscal reporting requirements to assure accurate accumulation of expenditure data, and cost allocation statistics for use in the development and support of billing rates.
- 20% Will train with the Manager of the FSU and provide assistance in the interpretation of Medicare and Medi-Cal policies, procedures, guidelines, and regulations as they relate to the operation and maximization of revenue and reimbursements to the Department, DSH, and the State.

Will assist in the development and preparation of the Medicare and Medicaid (CMS) cost reports required by the Title 18 Medicare and Title 19 Medicaid Programs and the Quarterly/Year-End financial cost reports required by the

Office of Statewide Health and Development for each of the Department's DCs/SOFs, and DSH SHs.

Provide assistance to the manager of the FSU to provide the Medicare and Medicaid auditors with data analysis audit findings/adjustments, and prepare responses to audit reports and/or for audit appeal hearings.

- 20% Provide assistance and backup for the maintenance of the Departmental CALSTARS (Accounting System) for Headquarters and the developmental centers/state-operated facilities under a centralized accounting system environment and its formal support to the Cost Recovery System billing rate process.
- Demonstrate journeyman level of competence in the development of Department accounting system and fiscal-related projects, i.e., use of project milestone charts, planning guides, analysis, alternatives/recommendations, and written reports.

Display effective working relationships with all levels of the organizational hierarchy, within and outside of the Department. Perform and complete work assignments independently and with minimum supervision.

10% Provide clear and effective training/workshops as necessary to Departmental staff at Headquarters/DCs/SOF and Department of State Hospitals.

Conduct special studies and prepare reports to provide program and/or fiscal data for reports requested.

| Senior Accounting Officer, Specialist | Date | | |
|---------------------------------------|------|------|--|
| Staff Admin Analyst, Acctg. Systems | | Date | |

DEPARTMENT OF DEVELOPMENTAL SERVICES ADMINISTRATION DIVISION FINANCIAL SERVICES BRANCH FISCAL SYSTEMS SECTION

DUTY STATEMENT

JOB TITLE: ASSISTANT ADMINISTRATIVE ANALYST, ACCOUNTING SYSTEMS

POSITION # 473-153-5304-xxx

General Statement of Duties: The position is responsible for assisting in the maintenance and operation of the Department's Cost Recovery System (CRS) billing rate development process for the four (4) Developmental Centers (DC)/one (1) State-Operated Facility (SOF) and four (5) Department of State Hospital (DSH) State Hospitals (SHs).

Supervision Required: The incumbent receives direct supervision from a Staff Administrative Analyst, Accounting System manager.

SUPERVISION EXERCISED: Not applicable.

TYPICAL PHYSICAL DEMANDS: Work at a computer 40% of the total office time.

TYPICAL WORKING CONDITIONS: Open spaced partitioned offices with smoke-free environment.

TYPICAL DUTIES include but are not limited to:

- Provide technical assistance to the Developmental Centers (DC) / State Operated Facilities (SOF) and Department of State Hospital (DSH) State Hospitals (SHs) cost structure, accounting, and reporting requirements to ensure accurate accumulation of expenditures, cost allocation statistics, and units of service.
- 30% Assist in the development of the DC/SOF and DSH SHs Estimated, Mid Year, and Actual billing rates for billing Medicare, Medi-Cal, insurance companies, and private payers.
- 20% Assist in the preparation of the DDS and DSH Headquarters Medicare Home Office Cost Statement/Reports, DC/SOF and DSH SHs facility Medicare Cost Reports, Medi-Cal Cost Reports, and the Quarterly/Yearly Office of Statewide Health Planning and Development financial reports.
- Assist other Section staff in responding to the Medicare, Medi-Cal, and other Federal audits with researching and preparing written responses to questions and requests submitted by auditors

| 20% | Maintain the Equipment Depreciation File for the DDS DC/SOF and DSH SHs; assist with the Headquarters Time Survey process; and participate in special Departmental accounting systems and fiscal-related projects. | | |
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| Assista | ant Administrative Analyst, AS | Date | |
| Staff A | dministrative Analyst, AS | Date | |