Job Opportunity Bulletin

Post Date: FEBRUARY 12, 2014

SENIOR ACCOUNTING OFFICER (SPECIALIST)

Salary \$4,400 - \$5,508
Permanent, Full Time
FINAL FILING DATE: FEBRUARY 26, 2014

Would you like to work in a fast paced environment providing excellent customer service, sharing knowledge & expertise in the General Ledger Unit of the Accounting Section? 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 I in the General Ledger Unit, the Senior Accounting Officer, Specialist is responsible for maintaining and reconciling the accounting activity related to Lanterman Developmental Center. For complete duties, please see the duty statement on the following page.

Desirable Qualifications, Knowledge, Skills and Abilities:

- Knowledge of the State's accounting and internal control processes with limited technical direction from the manager;
- Ability to effectively liaison with all employees including but not limited to fellow employees in other Accounting Units,
 Developmental Centers, Internal Auditors, Control Agencies,
 Program Managers, and other Local or State Agency contacts;
- Knowledge of accounting software programs such as CalSTARS, and Microsoft Office Suite such as Excel and Word;
- Knowledge of governmental accounting and budgeting;
- Ability to communicate professionally (written and oral).

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 #473-152-4567-010 on your application.

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 # 473-152-4567-010**

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"

DEPARTMENT OF DEVELOPMENTAL SERVICES ADMINISTRATION DIVISION/FINANCIAL SERVICES BRANCH ACCOUNTING SECTION – GENERAL LEDGER - LANTERMAN DUTY STATEMENT

JOB TITLE: Senior Accounting Officer (Specialist)-General Ledger – Lanterman Developmental Center

GENERAL STATEMENT OF DUTIES: This position is responsible for maintaining and reconciling the accounting activity related to Lanterman Developmental Center.

SUPERVISION RECEIVED: Reports to the Accounting Administrator I

SUPERVISION EXERCISED: None.

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

%	ESSENTIAL DUTIES
35%	Monthly completion of SCO/CALSTARS Reconciliations for all the funds (includes Fund 0890) and appropriations under Lanterman Developmental Center (Org 4370). Research and take appropriate corrective action on any reconciling items. Identify and resolve any on-going problems that may arise.
30%	Process monthly SCO accounting transactions for the Lanterman Developmental Center. Post cash receipts related to Fairview, and remit cash timely to the State Treasurer's Office. Process monthly Payroll Accounts Receivables along with various Journal Entries (ARO's, APO's, PIA, Budget Allocation Orders, etc.) sent from SCO.
10%	Write and maintain detailed desk procedures for all assigned duties. Identify procedures and processes that need to be streamlined or modified due to changes in State Administrative Manual requirements.
10%	Prepare annual financial statements for the Lanterman Developmental Center (Org 4370).
5%	Certify that funds are available for contracts, purchase, orders out-of-state travel requests, personnel documents, and other purchasing documents.
5%	Research and respond to various requests for financial information from department managers, state control agencies, federal government agencies, and various auditors.
5%	Initiates and answers correspondence, communicates with other sections and state agencies when necessary to resolve problems.