

# EMPLOYMENT OPPORTUNITY BULLETIN



## STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814  
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

**Look no further, apply today!**

### Associate Administrative Analyst (Accounting Systems)

(Permanent/Full-time)

Multiple Positions Available

Department of Finance positions are excluded from collective bargaining.

#### SALARY RANGE:

\$5,173.00 - \$6,478.00

**Note:** This position is eligible for an additional 15% recruitment and retention pay differential (10% in the first year, and 15% in the second year).

#### BENEFITS

Finance employees are excluded from collective bargaining and are eligible to receive the following enhanced benefits:

- Enhanced medical, dental, and disability benefits
- Employer paid Life Insurance
- Additional hour of Vacation/Annual Leave
- Excluded employees are not subject to State Disability Insurance payroll withholding

For more details about employee benefits, visit the Department of Finance's website [here](#).

#### FINAL FILING DATE

June 29, 2018

#### QUESTIONS ABOUT THE JOB:

Rupi Singh

(916) 445-3434 ext. 2165

(916) 324-6547 TDD\*

E-mail: [FSCUrecruiting@dof.ca.gov](mailto:FSCUrecruiting@dof.ca.gov)

#### POSITION DESCRIPTION:

The Fiscal Systems and Consulting Unit (FSCU) is looking to fill multiple Administrative Analyst series positions. This position must have a broad knowledge of the State's accounting system requirements; a good working knowledge of professional accounting practices and procedures; and the ability to make sound decisions and recommendations regarding accounting practices and principles as utilized in State Government in order to perform analytical and consultative duties, including but not limited to: developing accounting and operational procedures or policies; participating in analytical studies and improvement projects; developing training materials and conducting formal classroom training; providing outreach, training and consultation to departmental accounting offices; and administering Pro Rata, Statewide Cost Allocation Plan (SWCAP), federal Cash Management Improvement Act (CMIA) programs.

**Duty statement for this position is available on the Job Control at CA Jobs.**

#### DESIRABLE QUALIFICATIONS:

- Ability to plan, organize, and adapt to changing assignments and priorities and work effectively under pressure to meet deadlines
- Ability to gain and maintain cooperative working relationships at all levels
- Ability to maintain regular, consistent, predictable attendance, and occasionally work beyond scheduled work hours
- Experience solving complex accounting problems
- Excellent analytical skills to interpret and clarify statewide fiscal policies and procedures
- Excellent verbal and written communication skills

"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." California relay (telephone) service for the deaf and hearing impaired, From \*TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 \*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

Issue Date: May 21, 2018

**SEND APPLICATION TO:**

Department of Finance  
Attn: JoLynn Sanchez  
Human Resources Office  
915 L Street, Suite 1235  
Sacramento, CA 95814

**ADDITIONAL APPLICATION INFORMATION:**

Electronic applications through your CalCareer account are highly recommended. If you are unable to apply electronically through your CalCareer account, please mail or drop off a hard copy of your application packet to the above address. You can access the Job Control at: [CA Jobs](#).

You may obtain an official state application (STD 678) on the CalHR website at: <https://jobs.ca.gov/pdf/std678.pdfh>

**WHO MAY APPLY:**

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s). Please visit the California Department of Human Resources (CalHR) website:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

Applications will be screened and only the most qualified applicants will be selected for an interview.

Additional hires may be made from this bulletin if additional positions become available.

- Ability to exercise good judgment, initiative, and creativity
- Knowledge and experience in departmental accounting procedures and requirements
- Knowledge of governmental accounting principles and procedures