

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:

Until Filled

QUESTIONS ABOUT THE JOB:

Hazel Miranda

(916) 445-3434 ext. 2122

(916) 324-6547 TDD*

E-mail: FSCUrecruiting@dof.ca.gov

POSITION DESCRIPTIONS:

The Fiscal Systems and Consulting Unit (FSCU) is looking to fill multiple Administrative Analyst series positions. This position performs analytical and consultative duties, including but not limited to: supporting the ongoing development and implementation of the Financial Information System for California (FI\$Cal); providing accounting support to departments transitioning to FI\$Cal; developing training materials and conducting formal classroom training; providing outreach, training and consultation to departmental accounting offices; developing accounting and operational procedures or policies; participating in analytical studies and improvement projects requiring knowledge of the state's accounting principles and practices.

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, 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: October 16, 2017

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:

Current state employees with transfer eligibility at the Business Service Officer I (Spec) level, individuals who have list eligibility, or eligible for a Training and Development assignment. For more information on Minimum Qualifications, 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 hiring interviews of only the most qualified may be scheduled. All appointments are subject to applicable personnel rules.

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
- Knowledge and experience with FI\$Cal