



**ACCOUNTANT TRAINEE OR
ACCOUNTING OFFICER (SPECIALIST)
ACCOUNTING UNIT
FULL-TIME, LIMITED TERM POSITION
(WITH THE POSSIBILITY OF EXTENSION OR BECOMING PERMANENT)
SAN FRANCISCO**

The California Coastal Commission is seeking a talented new addition to its Accounting Unit in San Francisco. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Coastal Commission is to implement the Coastal Act and to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations. The Coastal Commission's staff includes dedicated planners, scientists, attorneys and administrative staff.

About the Position: Under the general direction of a Staff Services Manager II, the Accountant Trainee or Accounting Officer (Specialist) will perform professional accounting duties in the establishment and maintenance of accounts and financial records for the Coastal Commission. The Coastal Commission is currently using FI\$Cal, the Financial Information System for California, to manage its Budgeting, Accounting, Procurement, and Financial Reporting functions. The Accountant Trainee or Accounting Officer (Specialist) should have the ability to learn and use this system or other accounting computer applications to perform the various accounting functions related to this position. This position requires clear, accurate and professional communication with co-workers, supervisors, program personnel and control agencies in fiscal control activities.

Duties include, but are not limited to:

- Maintain the Office Revolving Fund account and cash state account (cash receipt and disbursement journal). Analyze, audit, review and process Travel Expense Claims, travel/salary advances and vendor payments and request replenishment of Office Revolving Fund account in FI\$Cal. Analyze, review and prepare the monthly Revolving Fund Reconciliation Report used to reconcile the bank statement.
- Establish and maintain financial records for the Commission's bank statement. Monthly reconcile cash receipts and disbursements, general cash, and revolving fund cash with the bank reconciliation process. Analyze and review records of deposits, cashed and outstanding checks between the State Treasurer's Office and the Commission using FI\$Cal and spreadsheets.
- Analyze, review and reconcile all receipts received and posted to FI\$Cal. Analyze accounts to ensure that receipts are posted properly to the source documents. Analyze, review and prepare the amounts to be remitted for revenue and abatements and remit to the State Controller's Office using their electronic remitting system (EFITS). Perform reconciliation of remittance, utilizing FI\$Cal reports, SCO records, and spreadsheets in accordance with State Administrative Manual.
- Responsible for monthly collection of all employees timesheets and post in FI\$Cal. Reconcile monthly FI\$Cal Labor report. Analyze, request and review monthly FI\$Cal Labor report to ensure all timesheets have been entered and posted accurately.
- Utilizing FI\$Cal, must be able to make adjustment and/or corrections necessary to properly post all revenue and expenditures.

- Must be a fast learner, organized, an excellent multi-tasker, and able to perform under pressure.
- Ability to work independently and as a team with co-workers to resolve issues.

Duties will be adjusted commensurate with the level at which the position is filled.

Desired Qualifications: Knowledge of accounting procedures, State accounting rules and regulations; accuracy with arithmetic, statistical records, and data entry into computer; good communication skills, both oral and written; well developed interpersonal skills; ability to get along with others; and have positive, helpful attitude. Proficiency in Microsoft Excel, Access and Word is highly preferred. Willingness to learn FI\$Cal is crucial. Dependable, conscientious, and excellent attendance is a must.

Eligibility: Individuals on the Accountant Trainee or Accounting Officer (Specialist) list are eligible to apply. Current or former State employees with transfer or reinstatement rights at the Accountant Trainee or Accounting Officer (Specialist) level are also eligible to apply. (Please note that in order to be eligible to transfer/reinstate, applicants **must** meet the minimum qualifications of the Accountant Trainee or Accounting Officer (Specialist) classification) All applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

Please note that if you are not a current or former State employee and/or have not successfully participated in an appropriate civil service examination for Accountant Trainee or Accounting Officer (Specialist), you cannot be considered for this vacancy. If you wish to participate in the Accountant Trainee and/or Accounting Officer (Specialist) examinations, please go to the California Department of Human Resources (CalHR) website at www.calhr.ca.gov.

SALARY: Accountant Trainee \$3,524 – \$4,202 per month
Accounting Officer (Specialist) \$4,177 – \$5,230 per month

CONTACT: For information about the position: Margaret Chew, Staff Services Manager, at (415) 904-5423.
For information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free (866) 831-2540.

FILING: This position will be open until filled so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. We will begin interviews as soon as we receive qualified applications. All interviews will take place in San Francisco. No relocation expenses will be offered. Submit a current resume and a State Application Form 678 (put job title for this position in the Examination or Job Title section) to:

HUMAN RESOURCES OFFICE
CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

FOR MORE INFORMATION ABOUT THE COMMISSION, WHAT WE DO AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US AT HUMANRESOURCES@COASTAL.CA.GOV OR CALL THE ABOVE NUMBERS.

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 Service for the Hearing Impaired call 711**