



JOB ANNOUNCEMENT

ACCOUNTING OFFICER (SPECIALIST) OR STAFF SERVICES ANALYST (GENERAL) FULL-TIME, PERMANENT SAN FRANCISCO

The California Coastal Commission (Commission) is seeking a talented addition to its Accounting Unit in San Francisco, CA. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the 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. Employees at the Commission enjoy working on a broad range of issues to plan for and manage coastal land uses while protecting important coastal resources including wetlands, habitats that support rare and endangered species, scenic landscapes and views to the sea, public shoreline access and recreation opportunities. The Commission's staff includes dedicated planners, scientists, attorneys and administrative staff.

The California Coastal Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

About the Position: Under the general direction of the Staff Services Manager II (Supervisory) for the Commission's Accounting Unit, the Accounting Officer (Specialist) or Staff Services Analyst (General) performs professional accounting duties in the establishment and maintenance of accounts and financial records for the Commission. The Commission is currently using FI\$Cal, the Financial Information System for the State of California, to manage its Budgeting, Accounting, Procurement, and Financial Reporting functions. The Accounting Officer (Specialist) or Staff Services Analyst (General) must 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 (including the following but not limited to):

- Audit, review, interpret and apply the State Administrative Manual (SAM) and SCO requirements to process invoices for multiple funds. Analyze invoices by verifying multiple funded sources, contract terms and coding. Confirm expenditures are within budget and time constraints according to contract agreements. Prepare and input the

invoice data into FI\$Cal. Analyze, review and input the codes to ensure accuracy of fiscal period, fund, reporting structure, account and program code. Monitor budgets, encumbrances, and expenditures for contracts and local assistance grants from multiple funds.

- Audit and review travel expense claims in accordance with CalHR rules and regulations. Communicate with Commission staff for questions on their travel expense claims (TEC). Analyze, review, prepare and correct codes for various expenses claimed on TEC to ensure codes and amount are accurate. Prepare and input TEC data into FI\$Cal for payment. Responsible for all mandatory reporting related to employee reimbursed expenses.
- Prepare weekly collection summary of funds received from district offices and the headquarter units, prepare deposit slips, and deposit funds to the agency's depository account to the bank at least once a week. Input deposit receipts into FI\$Cal following FI\$Cal instructions, SAM, and other written procedures. Analyze, review and input the codes in FI\$Cal; ensure accuracy of receipt type, fiscal period, fund, reporting structure, account and program code.
- Utilizing FI\$Cal, will make adjustment and/or corrections necessary to properly post all revenue and expenditures.

DESIRABLE QUALIFICATIONS: Seeking individuals with education/career backgrounds in Accounting, Business Administration, Finance, or Economics. Knowledge of accounting procedures, rules and regulations; accuracy with arithmetic, statistical records, and data entry into computer; good communication skills, both oral and written; and well developed interpersonal skills. Ability to work independently and as a team with co-workers to resolve issues; be a fast learner, organized, an excellent multi-tasker, and able to perform under pressure. 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.

Special Qualifications: Familiarity with or the ability to learn to use new online platforms and programs (e.g., SharePoint, Zoom, Microsoft Teams, and TeamViewer).

ELIGIBILITY: Individuals on the Accounting Officer (Specialist) or Staff Services Analyst (General) eligible list may apply. Current or former State employees with transfer or reinstatement rights at the Accounting Officer (Specialist) or Staff Services Analyst (General) level may also apply. [Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the Accounting Officer (Specialist) or Staff Services Analyst (General) classification.] Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination/Job Title section on the CA State Application (std678).

EXAMINATION(S):

The Accounting Officer (Specialist) exam posting can be found at

<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=0PBAG>

The Staff Services Analyst (General) exam posting can be found at

<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=7PB34>

SALARY: Accounting Officer (Specialist) \$4,701.00 – \$5,885.00/month
Staff Services Analyst (General) Range A: \$3.448.00 - \$4.320.00/month
Range B: \$3.733.00 - \$4.672.00/month
Range C: \$4.476.00 - \$5.604.00/month

BENEFITS: For a list of benefits, review the California State Civil Service Employee Benefits Summary: <https://www.calhr.ca.gov/employees/Pages/new-employee-benefits-orientation.aspx>

CONTACT: For more information about the position, contact Margaret Chew, Staff Services Manager II (Supervisor) at (415) 904-5423 or Margaret.Chew@coastal.ca.gov.

For more information about the application and/or hiring process: contact the Commission's Human Resources Office at (415) 904-5430 or toll free (866) 831-2540 or HumanResources@coastal.ca.gov.

Please note that public counter hours for all Commission offices are currently suspended considering the coronavirus. However, in order to provide the public with continuity of service while protecting both you and our employees, the Commission remains open for business, and you can contact staff by phone, email, and regular mail (see staff contact information at www.coastal.ca.gov). In addition, more information on the Commission's response to COVID-19 can be found on our website at www.coastal.ca.gov. Thank you for your patience and understanding as we all work through this public health crisis.

FILING: This position will be open until filled. Applications will be screened and only those most qualified will be interviewed. Submit a statement of qualifications (SOQ) that describes how your qualifications align with the desirable qualifications of this position (2 pages or less), a current resume, a CA State Application (std678), and a minimum of three professional references to:

Human Resources Office
California Coastal Commission
455 Market Street, Suite 300
San Francisco, CA 94105–2219

(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

Please indicate “Accounting Officer (Specialist)” and/or “Staff Services Analyst (General)” in the Examination/Job Title section on the CA State Application (std678).

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION, WHAT WE DO, AND TO OBTAIN A CA STATE APPLICATION (STD678), VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US 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.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Assistance for the Hearing Impaired can be accessed by dialing 711