



JOB ANNOUNCEMENT

ACCOUNTANT TRAINEE OR ACCOUNTANT I (SPECIALIST) 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 Accountant Trainee/Accountant I (Specialist) perform 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 Accountant Trainee/Accountant I (Specialist) 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):

- Maintain the Office Revolving Fund (ORF) book, payroll and warrant registers, and cash state book (cash receipt journal and cash receipt disbursement journal). Process revolving fund TECs, travel/salary advances and vendor payments. Review Request for

Fund form for vendor payments by verifying invoices, multiple funded sources and coding. Prepare and input the invoice data into FI\$Cal to issue ORF check. Prepare and process ORF Replenishment in FI\$Cal.

- Ability to understand different types of receipt and reconcile monthly the cash receipts and disbursements for preparation of the bank reconciliation. Reconcile the monthly bank statement between the Commission and the STO records using FI\$Cal and spreadsheets. Input into a spreadsheet source document information for cash receipts and disbursements by balancing actual document totals to system totals. Prepare correction letters to STO for any discrepancies.
- Process permit fees refund requests from all districts and units, review requests to ensure that the amount requested is appropriate against the amount previously deposited, and to ensure that accurate authorized signature is included. Post the refund request in FI\$Cal as a voucher for the State Controller's Office to issue the refund check.
- Process dishonored checks buyback in FI\$Cal. Prepare and process TECs in FI\$Cal for payment. Review and process various vendor invoices in FI\$Cal.
- 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/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 Accountant Trainee or Accountant I (Specialist) eligible list may apply. Current or former State employees with transfer or reinstatement rights at the Accountant Trainee or Accountant I (Specialist) level may also apply. [Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the Accountant Trainee or Accountant I (Specialist) 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 Accountant Trainee exam posting can be found at:

<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=9PB31>

The Accountant I (Specialist) exam posting can be found at:

<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=0PB31>

SALARY: Accountant Trainee \$3,966.00 – \$4,729.00 per month

Accountant I (Specialist)

\$3,512.00 – \$4,396.00 per month

BENEFITS: For a list of benefits, review the California State Civil Service Employee Benefits Summary: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.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 200, Room 228
San Francisco, CA 94105-2421

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

Please indicate “Accountant Trainee” or “Accountant I (Specialist)” 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