



California Coastal Commission

Revised July 27, 2021

July 7, 2021

JOB ANNOUNCEMENT

SENIOR ACCOUNTING OFFICER (SPECIALIST) OR ASSOCIATE GOVERNMENTAL PROGRAM ANALYST SAN FRANCISCO FULL-TIME, PERMANENT

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 Senior Accounting Officer (Specialist) or Associate Governmental Program Analyst 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 Senior Accounting Officer (Specialist) or Associate Governmental Program Analyst 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 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.
- Perform monthly State Controller Office (SCO) reconciliation to reconcile FI\$Cal records with SCO records for various funds. Research, analyze, run multiple queries in FI\$Cal for revenue and expenditure data. Perform monthly reconciliation of Cash in State Treasury for various funds by utilizing SCO Fund Reconciliation and FI\$Cal Trial Balance Reports. Review, analyze and determine if corrections are needed for reconciliation.
- Will be 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, will make adjustment and/or corrections necessary to properly post all revenue and expenditures.

DESIRABLE QUALIFICATIONS: 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 Senior Accounting Officer (Specialist) or Associate Governmental Program Analyst eligible list may apply. Current or former State employees with transfer or reinstatement rights at the Senior Accounting Officer (Specialist) or Associate Governmental Program Analyst level may also apply. [Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the Senior Accounting Officer (Specialist) or Associate Governmental Program Analyst 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 Senior Accounting Officer (Specialist) Exam Bulletin can be found at <https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=0PBAK>
- The Associate Governmental Program Analyst Exam Bulletin can be found at <https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=0PBAK>

SALARY: Senior Accounting Officer (Specialist) \$5,383.00 – \$6,739.00 per month
Associate Governmental Program Analyst \$5,383.00 - \$6,739.00 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 300
San Francisco, CA 94105-2219

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

Please indicate “Senior Accounting Officer (Specialist), Accounting” or “Associate Governmental Program Analyst, Accounting” 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