



career opportunity

California Department of Technology

General Ledger and Accounts Receivable Unit/Financial Management
Branch/

Administration Division

Associate Accounting Analyst \$4,829-\$6,048

Final File Date: Until Filled

Who Are We?

Operating within the California Department of Technology, the Administration Division provides critical administrative support to all of the department's divisions and offices. We provide the correct staffing resources and the funding needed to meet the service delivery and support requirements of our 500 state, county, and federal customers. We are on the front lines of providing many important services the department depends on, including budgeting, rates development, accounting, financial reporting, facilities management, procurement, and human resources.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all of our talented staff. We are located in the Rancho Cordova area and offer free parking.

What You'll Be Doing...

Under minimal direction of the Accounting Administrator I, in a complex, multi-funded department, you will act as the liaison between accounting, systems, and management relating to the PeopleSoft Financial System and the General Ledger and Accounts Receivable modules. You will work independently with systems staff in identifying and resolving problems, conducting complex research and analysis, gathering data and making suggestions on reporting financial data. You will also be responsible for internal accounting problem resolutions, testing, training, documentation, implementation, evaluation, and processing of general ledger information including assets, revenue and receivables through the PeopleSoft Financial system. Serve as General Ledger and Accounts Receivable resource person for Internal or External Auditors, other State Agencies to answer questions and resolve issues. Conducts queries out of PeopleSoft Financials to obtain current financial data for management. Reconciles Fixed Asset Account which includes depreciation, surveys, new and additional equipment and adjustments to the Fixed Asset systems. Coordinates monthly and year-end closing and financial reports. Also, may be assigned various special projects.

If you love a challenge, enjoy research, and are looking for an environment that will value and appreciate your critical thinking skills, this could be the position for you.

For a more complete description of what your daily responsibilities will be, click on this link:

[Associate Accounting Analyst](#)



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Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Knowledge of the uniform accounting system and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities.
- Required to continuously review accounting processes to ensure practices meet state and departmental requirements.
- Accounting principles and procedures and governmental accounting and budgeting.
- Principles of electronic data processing; principles of policy formulation;
- Statistical methods;
- Principles of finance; business law; principles of business management.
- Apply accounting principles and practices;
- Analyze data and draw sound conclusions;
- Analyze situations accurately and adopt an effective course of action;
- Prepare clear, comprehensive, and concise reports;
- Apply statistical methods;
- Analyze a variety of accounting data and identify trends, make projections, and draw conclusions;
- Make sound decisions and recommendations with regard to accounting problems;
- Work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs;
- Establish and maintain cooperative relations with those contacted in the work; interpret and apply laws, rules, standards and procedures; and communicate effectively.
- Position requires full time hours. Overtime maybe necessary during July, August and September to complete financial statements.

How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY

P. O. Box 1810

Rancho Cordova, CA 95741-1810

Attn: Teresa, RPA 16-046

Inquiries: Anh Nguyen, (916) 431-5438

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

To be considered for the position of an **Associate Accounting Analyst** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

The Fine Print...

Applications will be accepted only from individuals currently at the **Associate Accounting Analyst** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

