



# Controller Betty T. Yee

## California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-8579.

**Position:**

(265) Financial Accountant IV –  
Bureau of Accounting and  
Consulting

**Position #:**

051-420-4194-003

**Salary Range:**

\$9,891 – \$11,232

**Issue Date:**

9/22/2020

**Contact:**

Denisse Luna (916) 324-4428

**Location:**

State Accounting & Reporting  
Division  
3301 C Street  
Sacramento, CA 95816

**Final Filing****Date:**

10/23/2020

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit application package electronically via your CalCareers account or to address below:**

State Controller's Office  
Human Resources Office  
ATTN: Classification Unit -  
300 Capitol Mall, Ste. 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application package must include either ARF # 39 or Position #051-420-4194-003 in the job title section. Application received without this information may be rejected.**

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

The following link outlines a summary of benefits available to state employees:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

**This is a repost of the August 2020 recruitment. To be considered for this position, you must resubmit your application for this posting.**

**Candidates must submit a Statement of Qualifications (SOQ) and resume.** Your SOQ should be no longer than two pages, single-spaced, in Arial 12-point font, must describe your experience and provide example(s) as it relates to the following:

1. Please describe your experience overseeing financial accounting operations including your ability to resolve difficult challenges and ensuring deadlines are met.
2. Please describe your background in participating and/or implementing a comprehensive new financial system or project along with the challenges you encountered and the steps taken to handle them. Include your approach to motivate staff in accepting the system/process changes.
3. Please describe your experience organizing and directing the workload of multi-level staff. Include your approach to train, develop, motivate, and discipline staff when appropriate.

**Scope of Position:**

Under the general direction of the Assistant Division Chief, the Financial Accountant IV, as Bureau Chief, in the Bureau of Accounting and Consulting (Bureau), is responsible for the governmental budgetary principles, practices and procedures of public finance for implementation, administration and technical oversight of the annual State of California Budget Act and special legislation in the comprehensive financial accounting system of the centralized accounts. The incumbent will oversee the Bureau's complex and technical financial analysis, reviews of financial revenue, transfers and expenditure transactions for financial accounting compliance, evaluating and preparing financial accounting records in accordance with the Budget Act provisional language, control sections, statewide executive orders, budget revisions, loans, special legislation and providing financial consulting services including recommendations and solutions. In addition, the incumbent will participate in statewide projects (FI\$Cal, California State Payroll System, and the CalATERS Replacement projects) affecting financial accounting operations. The position is a voting member of the State of California Uniform Codes Manual Committee and will perform a full range of duties including, but not limited to, the duties and responsibilities outlined below.

**Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Plan, organize, oversee, and direct the work of section financial accounting staff responsible for the complex analytical reviews, compilation of financial accounting records for governmental and non-governmental cost funds, establishes, administers and oversees the fiscal legal authority of statewide appropriations and accounts for the annual operating budget, special legislation, and complex bond funds.
- 1 Govern the administration of the comprehensive financial accounting system of the centralized accounts including a multitude of automated and complex financial accounting systems, and streamline business processes.
- 1 Participate in workgroups, studies/analysis, testing and implementation of the statewide projects affecting financial accounting operations: FI\$Cal (replacing the State's current financial accounting and reporting systems), CalATERS Replacement Project, California State Payroll System and other related technology projects.
- 1 Prepare and facilitate meetings and discussions regarding process changes, issues, interpretations affecting the departments.
- 1 Participate in legislative processes and review financial accounting staff analysis for impact on the Bureau and Division operations. Develop action plans to implement new internal and external requirements.

- 1 Monitor and evaluate information that will affect the State Controller's Office financial accounting responsibilities and collaborate with senior executive, other management, internal and external partners.
- 1 Participate in the Division level policy development and perform special assignments as needed. Provide briefs to executive management on various projects. Make presentations to internal and external groups when needed.
- 1 Identify and evaluate internal controls and business processes to provide risk assessments, quality assurance, and mitigation strategies.
- 1 Communicate, provide, and receive feedback, and clearly articulate financial accounting risks and issues to SCO executives and all levels of state staff.
- 1 Participate in and respond to external and internal audits.

**Desirable Qualifications:**

- 1 Knowledge of accounting principles and practices, policy and procedures.
- 1 Knowledge of the organization and functions of the SCO and California State Government.
- 1 Ability to exercise a high degree of initiative, independence of action, and originality.
- 1 Ability to work under pressure, multi-task, lead others effectively.
- 1 Excellent planning and operational management skills.
- 1 Excellent interpersonal and communication skills and ability to work collaboratively with multi-level staff and other organizations.
- 1 Degree in Accounting or Business Administration with a concentration in Accounting.
- 1 Ability to interpret and apply laws, rules, standards, procedures, analyze data, draw sound conclusions, and make recommendations.

**MISSION: Protect California's financial integrity while providing transparency and excellent service.**

**VISION: Provide stewardship of public dollars while building a forward-thinking culture of continuous improvement and innovation.**

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*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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 02/2020*