



# Controller Betty T. Yee

## California State Controller's Office

**Position:**

Accounting Administrator II

**Position #:**

051-726-4542-003

**Salary Range:**

\$5,830 - \$7,245

**Issue Date:**

1/21/2016

**Contact:**

Matt Schooling (916) 576-5067  
or Sue Larson (916) 576-2445

**Location:**

FI\$Cal Project Site  
2000 Evergreen St., Suite 200  
Sacramento, CA 95815

**Final Filing Date:**

February 12, 2016

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

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 a Std.678 State Application and Resume to:**

State Controller's Office  
FI\$Cal Project  
ATTN: Matt Schooling  
2000 Evergreen St., Ste. 200  
Sacramento, CA 95815

**Please write "051-726-4542-003" on your application and indicate the basis of your eligibility in the job title section. Applications 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.

*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 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.

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055.*

**Scope of Position:**

The Financial Information System for California (FI\$Cal) is a matrix organization. The State Controller's Office (SCO), the State Treasurer's Office (STO), the Department of Finance (DOF) and the Department of General Services (DGS) are the partner agencies supporting the FI\$Cal Project.

Under the direction of the State Controller's Office (SCO), Financial Information System for California (FI\$Cal) Project, Accounting Administrator III General Ledger Lead, the Accounting Administrator II will serve as a member of the Business Team on the FI\$Cal Project. The incumbent will participate on workgroups in related project areas such as the Change Management Team and other Business Team activities responsible for implementing a statewide Enterprise Resource Planning (ERP) system. This position is a contributing and participating member of the project team, which is jointly responsible for the redesign and modernization of the state's business process.

The incumbent will follow the FI\$Cal Project Management Plans and may attend executive level meetings. The incumbent is required to have a broad knowledge of budgeting, accounting, and reporting principles and standards, accounting systems, uniform chart of accounts design, organization, and purposes. The incumbent will exercise a high degree of initiative, independence of action and originality, demonstrate tact and exercise sound judgment that recognizes the best interests of the State and the Project; communicate effectively; develop and maintain effective and cooperative working relationships; and easily adapt to changing priorities in the performance of specific duties.

**Duties and Responsibilities:**

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



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The Accounting Administrator II will work on the SCO's Financial Reporting activities and participate in FI\$Cal Business Team activities to ensure that account structures will facilitate reporting cash, modified accrual and full accrual financial statements and budget-to-actual statements as needed. The incumbent will work with internal and external stakeholders to ensure the design, development and implementation of the ERP system's chart of accounts address statewide and departmental business needs for sound financial management.

The incumbent will participate in the development of policy recommendations and provide recommendations on other administrative issues related to the implementation and transition from existing accounts structure accounting processes and systems to a new statewide ERP system. They will participate in other FI\$Cal related planning activities, including in collaboration with partner agencies.

The Accounting Administrator II will participate in implementation activities including collaboration, development and review of detailed system requirements, design configuration, installation, testing, training, deployment, processing, re-engineering and change management communication. They will participate in the FI\$Cal Project's activities including the development of general ledger and financial reporting requirements, procurement of personal services and system technology, system development and testing, business process re-engineering, and workforce transition and training.

The incumbent will plan, supervise, direct and review the work of professional staff including subordinate managers, as requested. They will participate in hiring Business Team staff. They will provide leadership, administrative and managerial support by delegating work assignments, establishing and monitoring deadlines and priorities, and providing timely performance evaluations.

The Accounting Administrator II will participate in meetings and discussions with FI\$Cal Project staff, vendors and partner agency staff to provide knowledge and expertise in SCO's legacy applications. They will direct staff to prepare timely status reports and updates as part of project management and oversight. They will ensure documents prepared meet administrative and contractual reporting requirements. The incumbent will provide senior-level management updates of issues related to Business Team activities on general ledger and financial reporting requirements.

### **Desirable Qualifications:**

- Strong leadership skills
- Excellent attendance and dependability
- Ability to motivate others
- Sound organizational skills and a commitment to provide quality customer service
- Flexibility in response to changing priorities and workload
- Tact and good judgment
- Ability to communicate effectively
- Positive attitude