



EMPLOYMENT OPPORTUNITY

1. RPA # 003 TAH 16/17
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Sr. Accounting Officer (Supervisory)	POSITION NUMBER 357-001-4569-XXX	TENURE Permanent	TIME BASE Full Time	CBID S01
OFFICE OF California Tahoe Conservancy	LOCATION OF POSITION (CITY or COUNTY) El Dorado County, South Lake Tahoe			MONTHLY SALARY \$4,832.00 - \$6,004.00
SEND APPLICATION TO: Apply online through your CalCareer Account available on the CalHR website: www.calhr.ca.gov	REPORTING LOCATION OF POSITION 1061 3 rd Street, South Lake Tahoe			
Human Resources contact: Stefanie Melendez (530) 543-6014 Stefanie.melendez@tahoe.ca.gov	SHIFT AND WORKING HOURS DAYS - 8 a.m. to 5 p.m.			
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (530) 542-5580	PUBLIC PHONE NUMBER		
	SUPERVISED BY AND CLASS TITLE Administrative Officer			FILE BY Open until filed

***** HERE IS A WONDERFUL OPPORTUNITY TO LIVE, WORK AND PLAY IN THE BEAUTIFUL RESORT COMMUNITY OF SOUTH LAKE TAHOE! ENJOY THE BENEFITS OF A SMALL TOWN COMMUTE, FREE PARKING, FRESH MOUNTAIN AIR AND WORKING FOR A SMALL AGENCY WHERE YOUR CREATIVE THINKING AND LEADERSHIP SKILLS ARE NEEDED. IT'S ALL ABOUT THE ENVIRONMENT – AND IT'S GREAT AT THE LAKE! *****

The California Tahoe Conservancy's (Conservancy) mission is to lead California's efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin.

General Statement

The incumbent is responsible for directing all aspects of accounting functions for the California Tahoe Conservancy (Conservancy) in accordance with Governmental Generally Accepted Accounting Principles. Under general direction of the Administrative Officer, the incumbent will lead the coordination and supervision of accounting and administrative staff, establish and maintain departmental policies and procedures, provide guidance on all accounting tasks, and is a liaison between accounting, program, and executive staff. Incumbent is expected to possess a broad knowledge of the State's accounting system, professional accounting standards, and thus receive limited technical direction from the Administrative Officer.

Job Functions [Essential (E) / Marginal (M) Functions]:

60% Accounting Transactions (E)

- Post and/or review Fi\$cal (State of California Accounting Software) accounts payable, accounts receivable, cash receipting, fixed assets, procurement, labor distribution and contracting module entries to ensure accurate classification and assignment of financial transactions;
- Post and/or review Fi\$cal general ledger entries including recurring, monthly, and year-end entries;
- Post and/or review Fi\$cal year end accruals;
- Maintain Fi\$cal chart of accounts;
- Ensure monthly bank reconciliations are performed by Contracted Fiscal Services;
- Ensure monthly State Controller's Office reconciliations are performed by Contracted Fiscal Services;
- Ensure payroll is processed in a timely manner and maintain proper general ledger coding in Conservancy timesheet accounting system (Tempo);
- Maintain an orderly accounting file system.

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20% Management (E)

- Maintain a documented system of accounting policies and procedures;
- Manage outsourced functions (Contracted Fiscal Services);
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the Conservancy’s goals and objectives;

10% Reporting (E)

- Issue timely and complete financial statements;
- Manage the production of the annual budget and forecasts;
- Calculate variances from the budget and report significant issues to management;
- Provide a system of management cost reports.

10% Compliance (E)

- Coordinate the provision of information to external auditors for the annual audit;
- Comply with local, state, and federal government reporting requirements and tax filings.

Supervision Received

The incumbent reports directly to and receives the majority of assignments from the Administrative Officer; however, direction and assignments may also come from the Deputy Director and the Executive Director.

Supervision Exercised

This is a second supervisory level in the Senior Accounting Officer series. Incumbents, under general direction, are responsible for the coordination and supervision of subordinate professional, technical and clerical accounting staff in the maintenance and reporting of accounting and/or fiscal activities.

Required Skills

The incumbent requires computer skills (Word and Excel) writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Conservancy’s sole discretion. Must be regularly available and willingness to work the hours the Conservancy determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee’s workstation is located at 1061 3rd Street and is equipped with standard or ergonomic office equipment, as appropriate. Travel is required to attend meetings, training and project sites.

Requires prolonged sitting, use of telephone, personal computer and copier, incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines.

Must maintain regular and acceptable attendance at such level as is determined at the Conservancy’s sole discretion.

Must be regularly available and willing to work the hours the Conservancy determines are necessary or desirable to meet its business needs.

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HOW TO APPLY:

Individuals with eligibility (e.g., transfer, list, reinstatement) for the classification of Senior Accounting Officer (Supervisor) are encouraged to apply. SROA/Surplus employees are also encouraged to apply. Training and Development assignments may be considered. **All interested applicants must apply online through their CalCareer account.** Include transcripts, resume and or cover letter with your application stating your qualifications for the position you are applying for. After an initial screening of applications, only the most qualified candidates will be selected for an interview.

For more information on how to become a state employee visit the CalHR website:

<http://www.calhr.ca.gov/Pages/home.aspx>