



EMPLOYMENT OPPORTUNITY

1. RPA # 007 TAH 15/16
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 (Specialist) or Accounting Officer (Specialist) or Associate Governmental Program Analyst	POSITION NUMBER 357-001-4567-XXX	TENURE Limited Term	TIME BASE FULL TIME	CBID R-01
OFFICE OF California Tahoe Conservancy	LOCATION OF POSITION (CITY or COUNTY) South Lake Tahoe, CA		MONTHLY SALARY \$4,600 - \$5,758	
SEND APPLICATION TO: CA Tahoe Conservancy 1061 Third Street South Lake Tahoe, CA 96150 Attn: Stefanie Melendez (530) 543-6014	REPORTING LOCATION OF POSITION South Lake Tahoe, CA		or	
	SHIFT AND WORKING HOURS DAYS - 8 a.m. to 5 p.m.		or	
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: SAT/SUN		or	
	PUBLIC PHONE NUMBER (530) 542-5580	PUBLIC PHONE NUMBER	or	
SUPERVISED BY AND CLASS TITLE Administrative Chief			FILE BY Open Until Filled	

***** 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 preserve, protect, restore, enhance and sustain the unique and significant natural resources and the recreational opportunities of the Lake Tahoe Basin.

THE POSITION IS LIMITED TERM UP TO 24-MONTHS WITH THE POSSIBILITY OF BECOMING PERMANENT

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list will be considered.
- Training and Development assignment may be considered.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled

Essential Functions

The Administration Unit provides support to the staff of the California Tahoe Conservancy (Conservancy). The Sr. Accounting Officer (Specialist), under direction of the Administrative Chief, serves as the Conservancy's Contract and Procurement Coordinator, Accounts Payable and Accounts Receivable coordinator, and performs a variety of program liaison and administrative tasks relating to fiscal coordination. The incumbent also performs analytical duties in order to meet DGS requirements.

Contracts

In order to carry out the day-to-day operation of the administrative/fiscal functions of the Conservancy, the incumbent, in accordance with applicable laws, regulations, and policies, coordinates the completion of all documents and reports required in the preparation and maintenance of contracts. The incumbent will operate as follows:

- Acts as a liaison or team leader between the administrative support staff, project leaders, and management;
- Acts as a liaison and coordinates the work of DGS Contracted Fiscal Services Unit;
- Develops and advises staff on consulting and service contracts, interagency agreements, and other contract-related documents;
- Serves as the subject-matter expert for the Conservancy and responds to correspondence regarding contract procedures, activities, contract issues, problems, language and general legal conformity;

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ESSENTIAL (CONTINUED)

- Consults with and advises program staff on the execution of contracts, prepares bid packages, and assists with the solicitation of vendors; represents agency at bidders' conferences; evaluates bid packages to ensure compliance with statute, regulations and policies;
- Assist with development and evaluation of contractor's scope of work and budget expenditures to ensure compliance with contract provision and ensure services are performed according to manner specified in contract;
- Prepares change orders and amendments and tracks the current progress and budget status of approximately 150 contracts and grants;
- Prepares year-end accrual documents used by the Department of General Services Contracted Fiscal Services to complete the annual year-end fiscal documentation;
- Performs annual reconciliation of contract budgets and completes Department of General Services annual, Small Business/DBVE, NCB, and Contract Award Reports.

PROCUREMENT

In order to meet mandated purchasing authority requirements for the State of California the incumbent will:

- Serve as Conservancy team leader on departmental approval for purchasing authority;
- Advise Conservancy staff in the development of solicitations for non-information technology acquisitions which include required technical, contractual and administrative requirements;
- Provides oversight for the approval of purchasing authority renewals;
- Team leader on reconciliations and resolution of findings and issues;
- Analyzes and determines appropriate acquisition methodology and/or procedures. Assure continuous improvement of the acquisition process;
- Prepares annual reports under the Conservancy's delegated purchase program;
- Coordinates between management and staff on procedures for purchasing field supplies and equipment;
- Processes purchase orders for field and office supplies and equipment;
- Manages the petty cash fund by:
 1. Reviewing requests from staff for reimbursement and ensuring the request falls within the petty cash reimbursement guidelines.
 2. Keeping the fund at the amount allowed by replacing funds whenever necessary
- Cal Card Administrator.

ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE

In order to meet the Conservancy's fiscal and budget functions, the incumbent performs the following activities:

- Tracks accounts receivable and accounts payable to ensure proper billing.
- Analyzes the various account fields to determine if all the necessary information has been entered completely and accurately to allow budget check, posting, and final processing;
- Develops and tracks invoices in Fi\$cal;
- Processes invoices for approval and sends them out to vendors;
- Analyzes account activities and related functions.

BUSINESS SERVICES

In order to meet State record retention requirements:

- Advises, researches, prepares updates, maintains, and directs implementation of the Conservancy's records management plan, policies and procedures. Completes various other research, analysis and report assignments as needed.

NON-ESSENTIAL

- Completion of various additional general research, analysis and report assignments;
- Other administrative support tasks;
- Research and coordinate special projects assigned by the Executive Director or management.

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KNOWLEDGE AND ABILITIES:

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve a complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees..

DESIRABLE QUALIFICATIONS:

PERSONAL CHARACTERISTICS

- Both demonstrated interest in and aptitude for work in one of the staff services or related disciplines, and the capacity for professional development.
- Efficiency, conscientiousness and professionalism
- Ability to act independently, be opened minded and flexible to other ideas and solutions, and be tactful
- A demonstrated interest in assuming increasing responsibility
- Mature judgment; loyalty; poise and tact; and discretion

ADDITIONAL QUALIFICATIONS

- Must have strong verbal and written communication skills
- Must be proficient in math and have good judgment
- Ability to organize, set priorities, and work independently with a minimum of supervision
- Must have strong computer software knowledge and skills to include: Microsoft Word, Excel, and PowerPoint

INTERPERSONAL SKILLS

- Ability to work well with a team
- Ability to receive and follow direction from supervisors
- Ability to maintain required job schedule
- Ability to focus attention on details
- Ability to follow work rules
- Ability to communicate thoughts, ideas, problems, and recommendations for change in a clear and concise manner
- Efficiency, conscientiousness and professionalism

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:

- Professional office environment and business dress, according to current policy
- Sitting for extended periods of time
- Ability to effectively handle stress and meet deadlines
- Ability to lift up to 25 lbs.

WHO MAY APPLY:

Individuals with eligibility (e.g., transfer, list, reinstatement) for the classification of Sr. Accounting Officer (Specialist) are encouraged to apply. We will also consider Accounting Officer (Specialist). Individuals with eligibility for the classification of Associate Governmental Program Analyst will also be considered. SROA/Surplus employees are also encouraged to apply. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or Title you wish to review. In addition, please attach all required documents (i.e. transcript/diploma, license and/or required certificate) to your application.

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HOW TO APPLY:

All interested applicants must submit a standard State Application Form STD.678 (Rev 10/13), and must clearly indicate the basis of their eligibility in the "Explanations" section of the STD.678. Electronic applications will be accepted. E-mail them to: stefanie.melendez@tahoe.ca.gov

LIST RPA 007-TAH 15/16 on your application

Attach a 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>

ADDITIONAL INFORMATION:

This position is a Limited Term up to 24-months with the possibility of becoming permanent.

