



EMPLOYMENT OPPORTUNITY

1. RPA #	023- TAH
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 Accounting Officer (Specialist) or Associate Governmental Program Analyst	POSITION NUMBER 357-001-4546-007	TENURE Limited Term	TIME BASE FULL TIME	CBID R-01
OFFICE OF California Tahoe Conservancy	LOCATION OF POSITION (CITY or COUNTY) South Lake Tahoe		MONTHLY SALARY \$3,841 - \$4,670 or \$4,400 - 5,508	
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			
	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 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.

SELECTION CRITERIA—

- SROA/Surplus employees are encouraged to apply
- Transfers, reinstatements, or recruitment from the employment list will be highly considered
- Will also consider hiring a(n):
- Associate Governmental Program Analyst \$4,400.00 – 5,508.00
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.
- **THE POSITION IS 24-MONTH LIMITED TERM WITH THE POSSIBILITY OF BECOMING PERMANENT**

Essential Functions:

Under general supervision of the Administrative Officer, the incumbent will perform professional accounting and grant compliance duties in the establishment and maintenance of accounts and financial records for Conservancy activities, including maintaining accounting records for funds appropriated to the Conservancy; prepare, review, and analyze financial and grant reports, statements, accounts and records and maintain the general ledger.

This position will be responsible for recording, maintaining and reporting fiscal transactions in the State of California, CalStars Accounting System. **Extensive knowledge of the State of California, CalStars Accounting System is highly desirable**, including all aspects of accounts payable, accounts receivable, cash receipts, trial balance reporting, and close procedures. Incumbent will be required to train and prepare for the transition to the new State of California accounting system, Fi\$cal. Incumbent will be responsible for quarterly Federal grant reporting in compliance with Code of Federal Register (CFR) and Office of Management and Budget (OMB) circulars.

Duties include maintaining the general ledger and appropriate sub-ledgers of the Conservancy's support, capital and local assistance appropriations and ongoing Federal grant reporting. The Conservancy's accounting system includes cash receipts, accounts receivable, fixed assets, accounts payable, long term payables and fund balances with corresponding revenue and expenses for approximately ten support funds and ten capital and local assistance funds.

The incumbent may act as a back-up for other related analyst duties including procurement, and/or budget/fiscal activities on a temporary basis.

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Accounting General Ledger and Sub-Ledgers - 60%:

Currently the Conservancy outsources accounting duties with Department of General Services (DGS) -Consolidated Fiscal Services (CFS) in Sacramento. The incumbent will transition a portion of the accounting duties from DGS and perform those duties in-house at the Conservancy through the use of the State of California accounting system, Calstars.

The incumbent will manage the Conservancy's accounting system(s) in accordance with Generally Accepted Accounting Principles and appropriate internal controls. Incumbent will be required to ensure the accuracy of all support, capital, and local assistance accounting transactions. Duties will include:

- Input and ensure proper coding of all accounting transactions by maintaining control of account codes, expenditure authorizations, and reconciling expenditure transactions within CalStars;
- Research original source documents to trace and identify errors and prepare new input documents to correct errors;
- Coordinate the tracking and payment of all accounts payables, accounts receivable and cash receipts;
- Assist with preparation of payroll and benefit transaction documents to the State Controllers Office;
- Update accrual sheets for CFS to reflect forecasted expenditures for purchase orders, contracts and purchase estimates at the fiscal year end; and
- Act as a liaison with vendors and the DGS' CFS unit for resolving/reconciling support, capital and local assistance funded disbursement and accounting matters.

Grant – Compliance, Billing and Reporting – 20%:

Under the general supervision of the Administrative Officer the incumbent will be required to maintain grant compliance, billings and reporting where the Conservancy is the Grantee. Duties will include:

- Maintain compliance with CFR 225 and OMB circulars and guidance;
- Prepare quarterly billings for review by administrative officer and advise Fiscal and Program staff of issues, concerns and opportunities related to grant budgets, compliance and reporting;
- Assist in developing grant supporting documentation, folders, records and other related documents;
- Generate and responds to correspondence regarding grant procedures, activities, grant issues, problems, language and legal conformity;
- Prepare the Annual Single Audit Report and forwards to Office of State Audits and Evaluations, Department of Finance;
- Initiates preparation of the annual Indirect Cost Rate Proposal (ICRP) and forwards to State Department of Finance and Federal Cognizant agency for concurrence;
- Maintain on-going contact with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors and members of the public.

Financial Management and Budgeting - 20%:

In order to accurately record, maintain and report all sources of revenue and disbursements in the accounting system, the applicant shall work with various departments on financial management and budgeting. Duties will include:

- Participating in forecasting and budgeting activities with the Budget Officer and Administrative Officer;
- Enter data into excel forecast models; this will include general ledger accounting data;
- Writing and maintaining (desk) operating procedure manual for all functions related to the Conservancy's fiscal tracking system and updating each fiscal year; and
- Writing and maintaining Conservancy wide fiscal and accounting policies and updating at the beginning of each fiscal year.

Desirable Qualifications:

- Familiar with Generally Accepted Accounting Principles and governmental fund accounting;
- Experience with State of California Calstars accounting system;
- High level of proficiency with Microsoft Excel;
- Knowledge of various governmental accounting software systems;
- Experience working in internal accounting departments;
- Experience with Solomon accounting and time keeping software;
- Knowledge of Public Contract Code, State Contract Manual Volume II, Government Code, State Administrative Manual, and Uniform Commercial Code;
- Excellent writing skills and the ability to communicate with all levels of management, including executive and peers, attorneys, and external customers;

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- High degree of initiative and ability to work independently, as well as in a team environment;
- Ability to adjust to changing work assignments and priorities;
- Goal oriented, conscious of timelines and due dates.

Special Personal Characteristics:

- Ability to act independently, be open-minded and flexible to other ideas and solutions
- Demonstrated interest in assuming increasing responsibility
- Mature judgment; loyalty; poise and tact; and discretion

Knowledge And Abilities:

Knowledge of: Accounting principles, practices, and trends in public and private companies. High level of knowledge of management and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization; methods and techniques of effective leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation leader; and appear before legislative and other committees.

Non Essential Functions:

In order to facilitate Conservancy requirements for meeting work standards:

- May act as lead, directing the work of lower-level, civil service staff in the performance of routine clerical support functions related to maintaining the accounting file system; and
- Researches, completes and coordinates special projects assigned by Executive Director or management

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 by speaking and writing in a clear and concise manner
- Efficiency, conscientiousness and professionalism

Additional Qualifications:

- Ability to organize, set priorities, and work independently with a minimum of supervision
- Ability to use a computer and Microsoft software products such as Word and Excel, and Power Point

Work Environment, Physical or Mental Abilities Required To Perform Duties:

- Indoor work --- using personal computer, copy and fax machines
- Requires ability to effectively handle stress and meet deadlines.
- Communication skills – both oral and written
- Requires appropriate dress for a professional office environment.
- Maintain confidentiality of sensitive, labor relations issues and personnel related work.

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How to apply:

Individuals with eligibility (e.g., transfer, list, reinstatement) for the classification of Accounting Officer (Specialist) are encouraged to apply. We will also consider Associate Governmental Program Analyst Associate. SROA/Surplus employees are also encouraged to apply. All interested applicants must submit a standard State Application Form STD.678 (Rev 10/13) with original signature, and must clearly indicate the basis of their eligibility in the "Explanations" section of the STD.678. Electronic applications will be accepted. Send them via e-mail to: Stefanie.melendez@tahoe.ca.gov

Attach a resume 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 information on how to become a state employee, visit the CalHR website: <http://www.calhr.ca.gov/Pages/home.aspx>

