



CALIFORNIA HORSE RACING BOARD

Accounting Officer (Specialist)

It is the mission of the California Horse Racing Board to ensure the integrity, viability, and safety of the California horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants.

TENURE/TIMEBASE:

Permanent/Full time

LOCATION: Sacramento

FILE BY: July 11, 2018

SALARY: \$4,177.00 - \$5,230.00

Completed Examination/Employment Application (STD. 678) may be submitted electronically via your CalCareers account at www.jobs.ca.gov; or hand delivered to the address below before or on the final filing date by 5:00 p.m.; or mailed to the address below. Mailed applications must be postmarked no later than **July 11, 2018**. Resumes may be submitted, but are not required.

HUMAN RESOURCES

CALIFORNIA HORSE RACING BOARD
1010 HURLEY WAY, SUITE 300
SACRAMENTO, CA 95825

All application packages must include **JC-116335** or Position **395-500-4546-002** in the job title section. Application packages must include all the required documents. See page 2 for Statement of Qualification instructions. Incomplete application packages will not be accepted.

Any questions about the position may be directed to Wendy Voss, at (916) 263-6045 or by email WendyV@chrh.ca.gov.

ADDITIONAL INFORMATION:

You are eligible to apply if you are on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification; are currently in the Accounting Officer (Specialist) classification; have reinstatement eligibility; are in a classification comparable and transferable; or on a current Accounting Officer (Specialist) eligible list and reachable.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense, therefore all employees are subject to a background check.

POSITION DESCRIPTION:

Under the general supervision of the Chief of Administration, but primarily with the technical guidance of the Senior Accounting Officer, the incumbent performs accounting duties of average difficulty to manage the establishment and maintenance of accounts and records for specialized agency activities using the Financial Information System of California (FI\$Cal), along with innovative technology to perform accounting tasks. Typical functions to be performed, but not limited to, are as follows:

ESSENTIAL FUNCTIONS:

Review vendor forms and prepare FI\$Cal input forms to post to the appropriate general ledger. Prepare coding (Index, PCA, and Object), invoice number, invoice date, vendor name and amount to create claim schedules. Review and assemble claim schedules and remittance advice form for signature and release, and send, or on occasion drop off to SCO for payment. Provide payment for a variety of contracts, purchase orders and service agreements, various types of claims, interdepartmental and external contracts. Review labor and cost expenditure reports. Reconcile deposit batch controls from licensing division staff. Reconcile bank statements, SCO account balances and Office Revolving Fund balances.

Monitor, adjust, and follow-up, when necessary the payment encumbrance increases in conjunction with DGS and other control agencies. Resolves payment inquiries with other State Departments and Offices. Establish, maintain, adjust, and liquidate encumbrance accounts as needed for a variety of contracts, purchases orders, service agreements, interagency agreements, within the timeframes required by the Prompt Payment Act. Review, analyze, and reconcile contract encumbrances, accruals, invoice statements, invoices and document reports to determine adjustments and ensure proper payment amounts. Review terms of contracts, purchase orders, and service agreements by analyzing and interpreting guidelines from the State Administrative Manual, Government Code, and other applicable state laws to ensure that all necessary documentation has been received for the establishment of proper payment. Document payment disputes, review invoices, purchase received documentation, and DGS mandated payment policies to calculate appropriate penalty payments as needed.

Coordinates and resolves purchase order inconsistencies as necessary. Courteously respond to sensitive inquiries from administrative officers, program managers, vendors, and control agencies including multi-fund expenditure allotments, time extensions, reverting appropriations, cash transfer letters, reportable payments, penalty payments, and year-end accruals. Analyze expenditure data for monthly budget projection reports. Process travel claim warrants. Assist accounting staff with year-end statements.

REQUIRED/DESIRABLE CHARACTERISTICS:

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course

of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

SPECIAL PERSONAL CHARACTERISTICS:

Ability to qualify for a fidelity bond.

WORK ENVIRONMENT:

The incumbent works in a typical office environment, using one or more personal computers.

Works on the first floor of a two story building.

STATEMENT OF QUALIFICATIONS:

The Statement of Qualifications (SOQ) serves as documentation of your ability to present information clearly and concisely in writing. Applications without an SOQ, or an SOQ that is not responsive to the following scenario will not be considered. Notations or references to other materials such as resumes, applications, or cover letters will not be considered and will not substitute for the SOQ. Please limit your responses to a total of one page.

Describe your knowledge of or experience using FI\$Cal.

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT 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, RACE RELIGIOUS CREED, SEX (includes pregnancy, childbirth, breastfeeding and related medical conditions), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are 1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).

Final File Date: **July 11, 2018**

JC-116335 Accounting Officer (Specialist) 4546

<https://jobs.ca.gov/CalHrPublic/Jobs/JobPostingPrint.aspx?jcid=116335>

Release Date: **June 26, 2018**