

State of California  
**AGRICULTURAL LABOR RELATIONS BOARD**

**JOB OPPORTUNITY ANNOUNCEMENT**

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**DATE:**           **October 27, 2015**

**POSITION:**   **ACCOUNTING ADMINISTRATOR I (SPECIALIST)**

**LOCATION:**   **OFFICE OF ADMINISTRATION, SACRAMENTO**

**SALARY:**       **\$5,053.00- \$6,325.00**

**WHO MAY APPLY:** Individuals who have list, transfer or reinstatement eligibility for appointment to the above class; current State employees classified at either the Accounting Administrator I level or applicants with current eligibility on transferable class lists will be considered. Must meet minimum qualifications (MQs) for the class (see below for overview of MQs) Basis of eligibility **must** be indicated on application. Qualified applicants will be interviewed. Appointment is subject to State Restriction of Appointment (SROA) provisions.

**DUTIES AND RESPONSIBILITIES:** Under the direction of the ALRB Chief of Administration, the most qualified candidate will be self-motivated, with a good work ethic and have a strong fiscal education background. Must exercise excellent communication, interpersonal and customer service skills. Must have 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; and business law. Must possess 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 with 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 and maintaining the Agency Trust account. The Accounting Administrator I is responsible for all functions relating to year-end closing and for analyzing, preparing and presenting budget projections to keep management apprised of the status of the budget.

**DESIRABLE QUALIFICATIONS:** Ability to work under pressure, in a fast paced environment and in an independent manner. Exceptionally well-organized. Enthusiastic, motivated, has excellent analytical skills; Ability to make sound judgments and recommendations; Strong problem-solving skills; Works effectively as a member of a team; Experience with Microsoft Office Suite, CalATERS Global, and State Accounting Systems; Proven experience working in a small office or department

**MINIMUM QUALIFICATIONS:**  
**Accounting Administrator I (Specialist)**

**Either I**

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

**Or II**

**Experience:** Four years of increasingly responsible professional accounting or auditing experience. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) and:

**Education: Either:**

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Excellent communication, interpersonal, and customer service skills are also required.

**FINAL FILING DATE:** Until Filled

**SEND APPLICATION AND RESUME TO:**

Attn: Jonathan Bernstein  
Agricultural Labor Relations Board  
Personnel Department  
1325 J Street, Suite 1900  
Sacramento, CA 95814

**NOTE:** No moving or relocation expenses will be paid by the department.

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

California Relay/TDD 1-800-735-2929 or 1-800-735-2922 (Voice)