

JOB OPPORTUNITY

Job Opportunity Bulletin: #08-178

Final Filing Date: May 13, 2009
or Until Filled

Position:	Salary:	Location:
Accountant Trainee	\$3,240 - \$3,751	Office of Statewide Health Planning & Development Administrative Services Division 400 R Street, RM 359 Sacramento, CA 95811

General Statement:

Under close supervision of the Senior Accounting Officer Supervisor, the Accountant Trainee will perform entry level professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities. We are seeking a highly motivated individual with excellent interpersonal skills. If you are looking for a fast-paced, challenging team environment, we may be just right for you.

Duties:

- Encumbers, maintains and processes all account payable activities related to purchase orders, sub-purchase orders, service orders related to invoices; audits all related invoices for accuracy and propriety. Prepares and inputs documents into CALSTARS to initiate claim schedules for payment through the State Controller's Office for Office of Statewide Health Planning and Development (OSHPD). Records all payments on encumbrance source documents and reconciles encumbrances source document balances to CALSTARS.
- Performs audits of CalATERS and travel expense reimbursement claims per applicable DPA rules and regulations, and bargaining unit contracts. Analyze, record, and verify CALSTARS transactions to liquidate revolving fund advances.
- Enters transactions in the Office Revolving Fund and using the Automated Checkwriter subsystem to generate travel advance, salary advance, and vendor checks.
- Performs miscellaneous research on all accounts payables as needed to complete document processing.

Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- Possess excellent organizational skills and attention to detail.
- Experience with Microsoft applications with an emphasis on Excel and Word.
- Excellent written, oral and interpersonal communication skills.
- Ability to handle multiple priorities and deadlines.
- Reflect the Mission and Values of OSHPD.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

Interested individuals should submit a State Examination and/or Employment Application, STD. 678, and a resume to:

Office of Statewide Health Planning and Development
Administrative Services Division
Attention: **(JOB #08-178)**
400 R Street, RM 359
Sacramento, CA 95811

For more information contact Jacquie Hicks Johnson at (916) 326-3244,
Fax: (916) 322-2530, E-mail: JJohnson@oshpd.ca.gov



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

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— An Equal Opportunity Employer

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free 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.