



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Senior Accounting Officer (Supervisory)
- **Working Title:** Senior Accounting Officer (Supervisory)
- **Salary:** \$5,824.00 - \$7,237.00 per month
- **Final Filing Date:** 09/01/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

Job Description:

Under the general direction of an Accounting Administrator I, the Senior Accounting Officer Supervisor supervises the Payments Unit in the Accounting Branch. The Payment Unit is responsible for a variety of complex payment establishments, disbursements and reconciliation transactions including vendor payments, loans, and grants for the Departments' state and special funds, bond and loan funds and multiple federal grant funds. The Senior Accounting Officer Supervisor will also be responsible for overseeing all fiscal activities related to the Emergency Rental Assistance Program (ERAP), such as fund discrepancies, compliance issues, and reviewing all purchase orders and service contracts.

Desirable Qualifications:

- Experience in General Ledger State Fund Accounting
- Knowledge of Federal Trust Fund Accounting
- Experience transacting in FI\$Cal
- Possession of FI\$Cal/Calstars knowledge and skills
- Effective time management skills to complete tasks and meet deadlines
- Detail oriented
- Initiative to independently research, analyze and problem solve
- Strong knowledge of personal computer programs including Monarch, Microsoft Excel and Word
- Good written and verbal communication skills
- Ability to effectively deal with governmental agencies
- Ability to work independently and as part of a team

Please click [here](#) to apply.