



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Senior Accounting Officer (Specialist)
- **Working Title:** Senior Accounting Officer (Specialist)
- **Salary:** \$5,383.00 - \$6,739.00 per month
- **Final Filing Date:** 10/13/21
- **Work Type/Schedule:** Permanent Fulltime
- **Work Location:** Sacramento County

Description:

Under the general direction of the Accounting Administrator I Supervisor, the incumbent performs the more complex professional accounting duties associated with the maintenance of accounts and financial data for the Department's 32 funds, with multiple sub-funds and appropriations, consisting of governmental, proprietary and fiduciary types of funds (general, federal, special funds and bonds) and exercises lead responsibilities over the Accounts Payable Section.

Desirable Qualifications:

- Possession of strong FI\$Cal knowledge and experience
- Experience transacting in FI\$Cal
- Knowledge of State Accounting Process
- Strong reconciliation skills
- Knowledge of the year end process
- 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 (PC) knowledge
- 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.