



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Associate Accounting Analyst
- **Working Title:** State Bond Analyst – Telework Option
- **Salary:** \$5652.00 - \$7079.00 per month
- **Final Filing Date:** 11/19/21
- **Work Type/Schedule:** Permanent Full time
- **Location:** Sacramento County

This position is eligible for full-time telework under Government Code 14200 for eligible applicants residing in California.

Job Description:

Under general direction of the Staff Services Manager I (SSM I), the Associate Accounting Analyst (AAA), exhibits independence and proficiency in handling complex and difficult assignments for the State/Bond Financial Planning and Analysis Unit. The AAA performs the more complex analytical work-related to the Department's budget, funding, reconciliations, forecasting, cash flow, bonds, administrative limits, and financial reporting. This includes working with Financial Information System for California (FI\$Cal), Consolidated Automated Program Enterprise System (CAPES), View Direct/SCO Prod, researches and gathers accounting data, provides reports on a monthly and annual basis, to be used for monitoring and reconciliation. Determines and manages necessary cash flow to support financial operations and identifies significant trends. Duties may include access to information systems containing protected enrollee information, including federal tax information, protected health information, and personally identifying information.

Desirable Qualifications:

- Recent experience in state accounting and budgeting
- Experience performing financial analysis, accounting reconciliations, cash forecast, or similar task.
- Strong knowledge of public finance and/or bonds.
- Experience researching California or Federal laws, legislation, regulations, or procedures.
- Highly motivated self-starter with strong work ethic and project management skills
- Knowledge of accounting software including CALSTARS or FI\$Cal
- Excellent interpersonal and customer service skills and verbal and written communication
- The ability to work independently, collaborate with the team and a proactive learner willing to work on projects and assignments

Please click [here](#) to apply.