



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Accounting Administrator I (Supervisor)
- **Working Title:** Admin I Supervisor - Telework Option
- **Salary:** \$6,403.00 - \$7,954.00
- **Final Filing Date:** 05/18/2022
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

Job Description:

This position is eligible for hybrid telework under Government Code 14200 for eligible applicants residing in California.

Under the general supervision of the Accounting Administrator II, the Accounting Administrator I supervise the Federal Trust Fund (FTF) Unit component of the General Ledger Unit. The FTF Unit is responsible for fund and grant reconciliations, cash control, quarterly expenditure reporting and preparation of year-end financial statements to multiple control agencies. The FTF Unit also oversees some special funds. The incumbent will also train to become a subject matter expert in FISCal processes and functionality as a working supervisor

Desirable Qualifications:

- Knowledge and experience with the State accounting process, including CALSTARS and FISCAL
- Strong time management skills to complete tasks and meet deadlines
- Strong Supervision skills
- Federal Fund experience
- Initiative to research and problem solve
- Strong reconciliation skills
- Knowledge of the Year-End process
- General Accepted Accounting Experience (GAAP)
- Strong Personal Computer (PC) knowledge, including experience with Word, Excel and Accounting databases
- Ability to effectively deal with governmental agencies
- Good written and oral communication skills
- Ability to work independently or as part of a team

Please click [here](#) to apply.