

ACCOUNTING ADMINISTRATOR I (SUPERVISOR) - POSITION #063-041-4549-001 - \$5181-\$6437 – FINAL FILING DATE: DECEMBER 29, 2014 - WORK SHIFT: MONDAY – FRIDAY, 8:00 – 5:00

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, ACCOUNTING SERVICES, 560 EAST NATOMA STREET, FOLSOM, CA 95630.

DESCRIPTION OF DUTIES: The California Prison Industry Authority (CALPIA) is currently recruiting for an Accounting Administrator I (Supervisor). Under the general direction of the Accounting Administrator III, Accounting Services Section, this position serves as the manager of the Reports and Reconciliation Unit. The work shift schedule is Monday – Friday, 8:00 a.m. – 5:00 p.m., flexible within core business hours. The duties include, but are not limited to: direct and supervise staff through the daily and year-end financial activities of the general ledger and accounting system for the CALPIA. Organize, plan, direct and monitor the workload of staff. Establish and maintain an effective system of internal controls and develop and maintain policies, procedures and work standards to ensure organizational efficiencies. Review processes and establish best practices to ensure the timely and efficient posting of all transactions and reconciliations affecting the CALPIA financial statements and reports. Oversee the preparation of the monthly and year-end financial statements and other periodic reports and ensure compliance with Generally Accepted Accounting Principles (GAAP). Assist with the year-end financial audit and complete the year-end closing process. Prepare and analyze financial and internal reports. Identify significant variances and trends from analytical comparisons to prior accounting periods. Communicate to management the results of analysis. Perform duties for complex, analytical assignments and participate on team projects. Design and create financial queries and reports using Global Software Spreadsheet Server. Function as program administrator for Spreadsheet Server by maintaining all master files and links to the CALPIA Enterprise Resource Planning system (ERPLx), and developing and maintaining financial report templates, spreadsheet links, and macros, including Distribution Manager files and Segment List database.

WHO MAY APPLY: Applicants currently in the above classification or within lateral transfer range, reinstatement or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: www.jobs.ca.gov. Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **ACCOUNTING ADMINISTRATOR I (SUPERVISOR)**. Applications will be screened, and only the most qualified will be scheduled for an interview. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

SUBMIT APPLICATIONS: Send a standard State application (Form 678), available at: www.jobs.ca.gov, to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

DATE POSTED: 12/12/14

CONTACT: SHANNON PANCHO AT (916) 358-1782

FREE VENTURE - PRIVATE INDUSTRIES SPECIALIST - POSITION #063-062-9550-001 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$4930-\$6171 - FINAL FILING DATE: DECEMBER 26, 2014 - WORK SHIFT: MONDAY - FRIDAY, 08:00-5:00

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, EXECUTIVE/JOINT VENTURE PROGRAM, CENTRAL OFFICE, 560 EAST NATOMA STREET, FOLSOM, CA 95630.

****FREE PARKING****

DESCRIPTION OF DUTIES: Under the general direction of the Program Administrator, the incumbent develops strategies to contact prospective Joint Venture Program (JVP)/Free Venture Program (FVP) employers through a network of trade shows, conferences, and civic organizations; and identifies and initiates contact with management representatives of companies that may be potential program participants. Assists the Administrator with program activation tasks including evaluation of interested parties to determine suitability for program participation based upon the type of business, and review of financial statements and business plans. Verifies with the Employment Development Department the Standard Occupational Classification codes, comparable wage ranges, and worker displacement; reviews proposed employee duty statements; acquires new employer information to include business license and federal identification numbers, security bond, etc.; prepares and submits federal certification request with required documentation. Assists the Administrator with processing contract and lease documents between program participants, California Department of Corrections and Rehabilitation (CDCR), the Department of General Services, Real Estate Services Division; reviews documents for accuracy and compliance; processes contract and lease amendments; works with CDCR Legal Division in the standardization of JVP/FVP contracts and leases; monitors and evaluates the implementation and continuance of JVP/FVP within CDCR juvenile justice and adult institutions; conducts periodic reviews of JVP/FVP businesses to ensure compliance with federal and state guidelines and regulations governing the operation and implementation of the JVP/FVP; monitors and evaluates statewide program policies and procedures; prepares agenda and materials for JVP Advisory Board meetings.

DESIRABLE QUALIFICATIONS: Ability to: represent the JVP/FVP to the business community, draft and implement policies and procedures, work cooperatively with all levels of staff. Must be organized, a self-starter, motivated, and flexible.

WHO MAY APPLY: Lateral transfers, reinstatements, and list appointments will be considered. Applicants from the Associate Governmental Program Analyst will also be considered. For more information, please refer to: www.jobs.ca.gov. Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **FREE VENTURE- PRIVATE INDUSTRIES SPECIALIST**. To find out how to become a State civil service employee, visit the State Personnel Board (SPB) website at www.jobs.ca.gov and/or go to the Associate Governmental Program Analyst examination at www.jobs.ca.gov. Applications will be screened, and only the most qualified will be scheduled for an interview. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

HOW TO APPLY/APPLICATION REQUIREMENTS: Interested individuals must submit a STD 678, Examination and/or Employment Application to California Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. When applying for this position, please note Position number 063-061-9550-001 on your application. Surplus applicants must attach a copy of their letter. The STD 678 can be accessed at the SPB website at www.jobs.ca.gov. In addition to your STD 678, you must provide a Statement of Qualifications (SOQ). Your SOQ will be considered as the first round interview process. If your responses and qualifications are competitive, you may be invited to an in-person interview. When completing the SOQ, include relevant experience, education and training, and provide clear and concise responses. Responses should include the place of employment, dates of employment, and the duties you performed to demonstrate your competitiveness for this position. In addition, a reference name and phone number must be provided for verification. Your SOQ must be no longer than two pages in length and no smaller than 10 pitch font. Applications received without an SOQ will not be considered. Resumes, letters, and other materials will not be considered as responses to the SOQ. Your SOQ must address each of the items: 1. Describe your steps to develop and implement a strategic marketing plan, 2. Identify the process you have taken to market a product or service to the business community, 3. Provide your experience evaluating interested businesses including the review of financial statements and business plans, 4. Describe your background in assisting management with preliminary contract negotiations with companies for cooperative business ventures, 5. Identify your ability to serve as a liaison to address compliance issues and/or coordinate orientations.

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