

California's Citizens Redistricting Commission
"Fair Representation—Democracy At Work!"



721 Capitol Mall, Suite 260 \ Sacramento, CA 95814 \ Tel (916) 383-0325 | Fax (916) 323-0356 | www.WeDrawTheLines.ca.gov

Account Clerk II/ Accounting Analyst California Citizens Redistricting Commission

Account Clerk II \$3,298 - \$4,521 per Month

Accounting Analyst \$4,281 - \$5,776 per Month

Final Filing Date: Until Filled

The 14-member 2020 California Citizens Redistricting Commission (Commission) seeks a motivated and knowledgeable individual to provide accounting and budget support for the Commission. The incumbent's primary duties will be to assist the Budget Officer with processing invoices for payment and tracking of expenditures. The incumbent will be expected to consistently exercise a high degree of confidentiality, initiative, responsibility in performing a complex workload, with short deadlines, and the need for a high degree of accuracy and thoroughness.

This position will be filled either as an Account Clerk II or as an Accounting Analyst based on the skills and experience of the selected candidate.

The Commission is a 14-member body created by the passage of the Voters FIRST Act, in 2008. It is charged with redrawing the California State Senate and Assembly, State Board of Equalization, and Congressional districts based on information gathered during the 2020 census. The Commission must draw the districts in conformity with strict, nonpartisan rules designed to create districts of reasonably equal population that will provide fair representation for all Californians. It is a further mandate that this process be conducted in an open and transparent manner, allowing for participation by the public. The commission is required by law to approve final maps by August 15, 2021¹.

POSITION DESCRIPTION

This position is responsible for assisting the Budget Officer with processing invoices for payment and tracking expenditures, developing financial reports as required/requested by the Commission and DOF, providing support to commission and staff regarding per diem and travel reimbursement, and maintaining all files and records of Commission's business, accounting, and budgetary functions, including:

¹ It is likely that, due to delays to the federal census resulting from COVID-19, this date could be extended to December 15, 2021.

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- Auditing all invoices including the most complex, authorizations, and posts invoices into the State's Fi\$Cal system for delivery of consumer services, in accordance with the Commission's accounting procedures.
- Ensuring invoices and authorizations match and are correct at all levels including amount to be paid, date(s) of service, participant name, vendor information, and service and procedure codes(s) with type of service(s) being provided, etc.
- Coordinating with DGS Fiscal Services, when necessary, to resolve system-related processing of problem invoices.
- Preparing for the issuance of revolving fund checks for a variety of service types.
- Reviewing commissioner per diem claims and commissioner and staff travel reimbursement claims before submission for payment and ensuring that the commissioners and staff are notified of the receipt of the per diem and travel reimbursement claims and the completion of the internal processing of those documents.
- Advising commissioners and staff on procedures for accurate completion of per diem and travel expense claims.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of the following:

- Knowledge of principles and practices of financial record keeping; basic principles of accounting; principles of office management, including office methods and procedures; and working knowledge of the State's Fi\$Cal system for accounting; methods, practices and terminology used in financial and statistical record-keeping work.
- Ability to Read and write English at a level required for successful job performance; perform financial and statistical clerical work; spell correctly, use good English, and make rapid and accurate arithmetical computations; use computer office software including spreadsheets, word processing, email, and internet.

DESIRABLE QUALIFICATIONS

The ideal candidate will be a highly competent, organized and experienced professional with a demonstrated track record of successful accomplishments managing a departmental or commission budget. Such overall ability requires possession of most of the following specific qualifications:

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- Experience working in a professional office environment performing clerical and/or office support tasks involving filing and mathematic computations.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Ability to speak and write effectively.
- Ability to provide excellent customer service to both internal and external customers; ensures the timely completion of assignments; interact with coworkers and internal and external consumers in a professional manner and with integrity and respect.
- Education and or experience in finance, accounting, or related field.
- Ability to independently prioritize and adapt to evolving priorities.
- Willingness to work irregular hours with limited notice.
- History of good attendance.
- Experience maintaining a work environment with a strong adherence to professional guidelines and standards.

ADDITIONAL INFORMATION

This is an exempt position is non-tenured, limited term (2 year), full time, and is appointed by the commission. Employees of the Commission occupy non Civil service positions serving at the pleasure of the Commission. The incumbent will have return rights if previously holding permanent civil service status (GC §19141-19141.1).

Interviews will be scheduled and made by the Commission until the position is filled.

BENEFITS

The Commission offers a comprehensive benefits package through the State of California including a Defined Benefit plan, health care plan and leave time. See the [CalHR Exempt benefits page](#) for more information:

WORK LOCATION

The position will be located in Sacramento, California. Opportunity for remote work may be arranged.

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FILING INSTRUCTIONS

Interested applicants must submit an application packet consisting of:

1. A completed State Examination/Employment Application ([STD. 678](#)).
2. A "Statement of Qualifications."
The Statement of Qualifications (SOQ) is a narrative discussion of how the applicant's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The SOQ should be numbered in the same order as the statements listed below and should provide detailed examples and an overview of your experience.
 1. Please explain how your professional experience, accomplishments and education have successfully prepared you for the Commission's accounting position.
 2. Provide an overview of your experience processing invoices for payment and tracking expenditures.
 3. Describe your experience and expertise working with Fi\$Cal related to accounting.

The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and be no more than four pages in length with a font size no smaller than 12 point.

Resumes do not take the place of the Statement of Qualifications.

CONTACT INFORMATION:

All inquiries should be sent to: votersfirstact@crc.ca.gov

Please put "Attn: Accounting Recruitment" in the subject line.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions(s)), and sexual orientation.