

Job Posting: Accounts Payable Senior Accounting Officer

Public Employees Retirement System

JC-438536 -
Accounts Payable Senior Accounting Officer
SENIOR ACCOUNTING OFFICER (SPECIALIST)

\$5,684.00 - \$7,114.00 per Month

Final Filing Date: 7/7/2024

Job Description and Duties

Anticipated Interview Dates: In-person interviews are anticipated to be held between the week of July 29th – August 2nd.

Telework Information: This position requires full-time attendance in the office, working onsite five days per week.

Are you organized with great attention to detail? Do you thrive in a fast-paced environment where teamwork is essential? Do you enjoy accounts payable related activities? If you've answered yes to these questions, then you've found a position you'd be interested in exploring further!

CalPERS Financial Reporting and Accounting Services Division is seeking a Senior Accounting Officer, Specialist to provide professional accounting duties to support the Accounts Payable Unit. The Senior Accounting Officer will be responsible for processing the Department's various administrative and investment fund expenses, recording journal entries to our PeopleSoft Financial System, completing monthly general ledger reconciliations, preparing our monthly investment expense cost allocation and year-end accruals.

How did you hear about this position? Tell us in this [brief survey](#).

You will find additional information about the job in the [Duty Statement](#).

Working Conditions

- Must be able to work in the office Monday – Friday from 8:00 am – 5:00 pm.
- Must be able to work in a low wall, cubicle environment with bright natural and fluorescent light.

- Position is not eligible for telework.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [SENIOR ACCOUNTING OFFICER \(SPECIALIST\)](#)

Position Details

Job Code #: JC-438536
Position #(s): 275-210-4567-015
Working Title:
Accounts Payable Senior Accounting Officer
Classification:
 SENIOR ACCOUNTING OFFICER (SPECIALIST)
 \$5,684.00 - \$7,114.00 A

of Positions: 1
Work Location: Sacramento County
Telework: In Office
Job Type: Permanent, Full Time

Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

Department Information

The California Public Employees' Retirement System (CalPERS) is the nation's largest public pension fund, providing retirement and health benefits to public employees, retirees, and their families. Headquartered in downtown Sacramento, we are a destination employer with an international reputation for leadership and innovation. At CalPERS, we're committed to people – the people we serve, our team members, and the larger community around us. CalPERS is situated near the Napa Valley, San Francisco, Lake Tahoe, and other desirable destinations, and we offer competitive benefit packages, compensation, and opportunities for advancement.

If you are interested in becoming part of a diverse and inclusive workforce where talent, experience, and expertise are valued, CalPERS invites you to apply for this employment opportunity. To find out more about our Diversity, Equity, and Inclusion efforts, visit our [website!](#)

To take a look at CalPERS as a destination employer, view this [YouTube video](#).



Special Requirements

Statement of Qualifications

Please provide a Statement of Qualifications (SOQ) for the hiring manager's review. Applications received without an SOQ or those that do not respond to the specific questions below **will not** be considered.

The SOQ must be typed, titled "Statement of Qualifications," and each response must be numbered and list all relevant experience, education, and training, including places of employment, dates, and duties performed. The SOQ must not exceed three pages in length and must not have font smaller than Arial 12 point.

1. Describe your knowledge and experience with Accounts Payable activities associated with administrative/investment related expenses, general ledger activities, reviewing contracts and purchase orders. Please include the type of expenses, financial data, reports, and accounting systems used.
2. Describe your experience performing reconciliations, preparing, auditing, and reviewing financial information, including the ability to perform calculations, interpret data, and provide recommendations to management and staff.
3. Describe your experience identifying and addressing deficiencies, streamlining workflow processes for improvements/efficiencies, developing policies and procedures, and implementing new policies or procedures adopted.
4. Describe the customer service skills that are most important to you and give an example of how you have exercised them in the past.

Minimum Qualifications

All experience and education relating to the Minimum Qualifications (MQs) listed on the Classification Specification should be included in your application package to clearly demonstrate how you meet the MQs for this position. If you are using education to meet MQs, please include your transcripts with your application package. If you have a degree from outside of the United States, you must submit an evaluation of this degree to determine the US equivalency. If you need an evaluation, you can visit [the National Association of Credential Evaluation Services \(NACES\) website](#) to find organizations that provide these services. The Classification Specification is located on this Job Posting under "Minimum Requirements."

Please Note: You may need to pass an examination to establish list eligibility prior to a final offer of employment. To find and take an exam, visit [CalHR's CalCareers website](#).

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 7/7/2024

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply. Individuals who are eligible for a Training

and Development assignment may also be considered for this position(s).

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Public Employees Retirement System
Attn: JC-438536/SY
Human Resources Division, Recruitment
P. O. Box 942718
Sacramento, CA 94229-2718

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Public Employees Retirement System
HRSD, SSU JC-438536/SY
400 Q Street, Lincoln Plaza North
1st floor drop box by security desk
Sacramento, CA 95811
08:00 AM - 05:00 PM

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.
- Statement of Qualifications - In addition to completing your online job application, you must provide a Statement of Qualifications (SOQ) for the hiring manager's review. Please see the Special Requirements section for instructions and questions for the SOQ. Applications received without an SOQ **will not** be considered.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request

should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- PeopleSoft Financials knowledge and experience
- Intermediate to advanced Excel skills
- Excellent written communication skills
- Effective problem solver with excellent analytical skills
- Self-motivated with drive and ambition

Benefits

CalPERS team members are eligible for a number of benefits. Health benefits and leave programs are available for most team members. Benefit eligibility may depend on length of service and collective bargaining agreements.

Some added benefits CalPERS offers include:

- Alternate Work Schedules
- Flexible Work Hours
- Onsite childcare facility
- Onsite fitness center
- Onsite café and nearby restaurants
- Free onsite parking available Mondays and Fridays, subject to change
- Free offsite parking available with shuttle service Tuesdays, Wednesdays and Thursdays

For more details about employee benefits, visit the [California Department of Human Resources](#) website.

Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

Hiring Unit Contact:

HRSD Selection Services Unit
(916) 795-2444
Recruitment@CalPERS.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

CalPERS EEO
(916) 795-3675
EEO@calpers.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Additional Information

Live Scan

Candidates not currently employed at CalPERS are required to submit to a criminal history review process utilizing Live Scan fingerprinting.

CalPERS Disclosure Requirements

If employed, you may be subject to rules imposed by [Personal Trading Regulations](#) and [Conflict of Interest Code](#) that apply to CalPERS team members, which require disclosure of certain investment information and use of a designated trading platform for securities transactions, as well as filing a [Statement of Economic Interest \(Form 700\)](#).

Sponsorship

This position is not eligible for visa sponsorship. Applicants must be authorized to work in the US without the need for a visa sponsorship now or in the future.

Please do not include any confidential information on any documents in your application package. Confidential information that should be excluded or removed from these documents include, but is not limited to, your social security number, date of birth, marital status, personal photos, a copy of your driver's license, equal employment opportunity data, examination scores, and LEAP status.

Equal Opportunity Employer

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), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.