



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Committee on Rules, Fiscal Office

Classification: Assistant Fiscal Officer

Posted: February 20, 2026

Hours: Full time (35/hours/week) + Extended hours when business needs require

Position Location: Sacramento

The California State Assembly, Fiscal Office seeks an Assistant Fiscal Officer. The position is a full-time, professional-level position, reporting to the Fiscal Officer. The Assistant Fiscal Officer is responsible for directing and overseeing key accounting, auditing, and fiscal operations in support of the Assembly's financial integrity and compliance. This role provides leadership within the Fiscal Office, ensures accurate financial reporting, and serves as a trusted resource on budgetary and fiscal matters.

Essential Duties:

- Plan and direct Fiscal Office operations, including developing and implementing departmental goals, policies, procedures, priorities, and internal controls; plan and oversee auditing and financial record-keeping activities.
- Assist with annual Assembly budget preparation and maintenance; prepare and review expenditure distribution reports; maintain general ledgers, journals, and balanced entries for Assembly funds.
- Supervise, train, and assign work to staff responsible for the collection, disbursement, and proper allocation of Assembly funds, ensuring compliance with policies and regulations.
- Prepare and maintain complex financial statements and reports, including per diem processing and quarterly and annual expenditure reports; design and enhance accounting systems and financial reporting tools to meet operational needs.
- Serve as a fiscal advisor and liaison to Assembly Members, committees, and offices by explaining budgetary procedures and expenditures; coordinate fiscal software maintenance and upgrades; respond to

complex inquiries while ensuring compliance with Assembly rules and policies.

- Completes other job-related work as assigned.

Knowledge of/Ability To:

- Extensive knowledge of governmental accounting, auditing, and fund administration, including legal provisions governing fund verification, disbursement, record keeping, and budget preparation.
- Strong understanding of accounting principles, data processing systems, and financial controls, with the ability to design, implement, analyze, and improve accounting systems and financial statements.
- Expertise in preparing and analyzing complex financial and statistical reports, correspondence, and documentation to support executive decision-making.
- Comprehensive knowledge of California State Government and the California Legislature, including committee structures, leadership roles, and fiscal decision-making processes.
- Proven ability to plan, organize, and supervise fiscal operations, including staff training, performance evaluation, and personnel management.
- Exceptional communication, judgment, and interpersonal skills, with the ability to interpret and apply laws and regulations, maintain confidentiality, advise Assembly Members appropriately, and build effective internal and external working relationships.

Qualifications:

- Bachelor's or Master's Degree in Accounting
- At least seven years of progressively responsible financial management experience in the public and/or private sector, public-sector experience preferred.
- Strong written and interpersonal skills.
- Strong analytical and problem-solving skills.
- Strong computer skills including proficiency in Excel.
- Ability to multitask and establish priorities.
- Ability to work additional hours based upon the business needs of the department.

Preferred Qualifications:

- Certified Public Accountant (CPA) license.

Salary Range:

The Assembly salary range for the classification of Assistant Fiscal Officer is \$8,032 - \$20,056 monthly. It is anticipated that the position will be filled between \$10,000 - \$16,000 per month. Candidates will need significant relevant experience to reach the top of the range.

Contact: Submit cover letter and resume with subject line "Assistant Fiscal Officer" to: Human.Resources@asm.ca.gov