



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Committee on Rules, Fiscal Office

**Classification:** Chief Fiscal Officer

**Posted:** September 20, 2024

**Hours:** Full time (35/hours/week)

**Position Location:** Sacramento

**Description:** The California State Assembly seeks a highly skilled and experienced Chief Fiscal Officer to lead the Assembly's Fiscal operations. Under the general direction of the Chief Administrative Officer, the Chief Fiscal Officer plans, directs, organizes, and manages the Assembly's operating budget, accounting, fiscal reporting, and revenue disbursement. In addition, analyzes, evaluates, recommends, and implements procedural and fiscal reporting controls. The Chief Fiscal Officer leads the fiscal risk management and compliance functions; and ensures the financial stability of the Assembly.

### **Essential Duties:**

- Confers with Chief Administrative Officer and develops, recommends, and implements the fiscal policies, strategies, and initiatives of the Assembly.
- Plans, organizes, directs, and manages the overall fiscal operations of the State Assembly and directs the development and implementation of fiscal policies and procedures, and auditing and financial control systems.
- Develops, implements, and interprets financial policies and procedures ensuring compliance with applicable laws, and sound professional accounting and reporting practices.
- Develops and maintains internal controls to detect and prevent fraud and error in order to maintain integrity of financial reporting and regulatory compliance.

- Primary liaison between State Controller, Auditors, Department of Finance and Salary Commission for budget, financial, and policy matters.
- Assists in responding to requests received under the Legislative Open Records Act (LORA).
- Manages, implements, and upgrades systems to meet and improve the technology needs for fiscal office operations.
- Monitors financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
- Provides budget information and guidance to authorized personnel concerning Member office budget allocations and status.
- Analyzes, prepares, and presents a wide variety of financial reports including quarterly, mid-year, and annual budget presentations, monthly status reports, project status reports, and audit reports.
- Completes other job-related duties as assigned.

**Knowledge of/Ability to:**

- Considerable knowledge of the principles, techniques, and procedures used in public sector accounting, internal controls, auditing principles and practices, budget systems, laws, ordinances, and regulations which govern the State Assembly.
- Strong understanding of Generally Accepted Accounting Principles (GAAP).
- Define problems, collect data, establish facts, and draw valuable conclusions.
- Identify business process improvements to ensure effectiveness, efficiency, security, and excellent customer service.
- Demonstrate sound judgement and leadership, political acumen and strong planning and analytical skills, and commitment to quality and innovation.
- Establish and maintain cooperative relationships with stakeholders.
- Provide timely and accurate responses to requests for information from internal and external offices.
- Maintain the highest level of confidentiality and diplomacy.
- Demonstrated leadership and management ability in supervising and developing staff.
- Ability to work with Oracle business suite and other systems used by fiscal office.
- Proficiency with Microsoft Office, including Outlook and Word, and advanced knowledge of Excel.
- Ability to query databases and develop complex models, and reports.
- Effective presentation skills for organizational and public settings.
- Strong analytical skills and ability to interpret financial information and regulations.

- Work efficiently and effectively under pressure.
- Work extended hours as necessary when legislative functions dictate.

**Qualifications:**

- Bachelor's degree from an accredited college or university in Business, Accounting, Finance, or Public Administration.
- Ten years of increasingly responsible financial management experience in the public and/or private sector, public sector preferred.

**Preferred Qualifications:**

- Master's degree from an accredited college or university in Business, Accounting, Finance, or Public Administration.
- Certified Public Accountant (CPA) or CPA candidate.
- Experience working in the California State Legislature.

**Salary Range:** The Assembly salary range for the classification of Chief Fiscal Officer is \$11,077 - \$23,738 monthly. Candidates will need significant relevant experience (including strong familiarity and understanding of the legislative process/environment) to reach the top of the range.

**To APPLY:** Submit cover letter and resume with subject line "Chief Fiscal Officer" to [Human.Resources@asm.ca.gov](mailto:Human.Resources@asm.ca.gov).