Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed. Application must include “to” and “from” employment dates (mm/dd/yyyy), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to complete a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Special Instructions:
In addition to the application, candidates must provide a resume and a statement of qualifications (SOQ). The SOQ should be clear, concise, and typewritten for ease of reading. Additionally, this document must be one page, single-spaced, in 12-point Tahoma font, and on a letter-sized document (8½ x 11). The SOQ must address the following:

1. Describe your experience, education, knowledge, competencies, skills and abilities that demonstrate your qualifications.

When submitting an application, please submit a list of references and transcripts showing proof of accounting courses completed and a copy of college diploma (or letter from the university indicating all graduation requirements have been met). Applications received without this information will not be considered for this position.

Description of the Division:
The Division of Audits team determines the legality and accuracy of all claims against the State through the performance of prepayment audits. We assure the accuracy of local government claims and financial statements submitted to the state and federal governments by annually reviewing and revising audit guidelines, reviewing audits performed by independent local auditors under these guidelines, and performing field audits of a variety of state and federal programs. Through field audit activity our Division identifies improper expenditures of state and federal funds. Our Division also assists and advises local government officials in effective and uniform tax collecting procedures to preserve the local property tax base.

Description of the Unit:
The unit is responsible for determining compliance with the State’s Unclaimed Property Law. The bureau shares this responsibility with the SCO’s Unclaimed Property Division. The SCO’s unclaimed property program protects owners of unclaimed property by locating them and reuniting their property. The law provides that unclaimed property is reportable to the State of California and gives custody of the property to the State until it is claimed by the rightful owner.

The unit conducts field examinations of various California unclaimed property holders, including banks, hospitals, major financial institutions, and multinational companies. These examinations result in the remittance of unclaimed property, compliance with the law, and an expanded awareness of California’s Unclaimed Property Law in the business community.

Scope of Position:
Under close supervision provided by a Senior Management Auditor and a Staff Management Auditor, (Specialist), the incumbent will learn and develop appropriate skills and methods for performing accounting and management auditing procedures. This is a training and development classification which will assist in examining organization operations and conducting unclaimed property examinations of holders, including hospitals, retailers, utility companies, manufacturers, insurance companies, financial institutions, escrow companies, brokerage firms, multinational companies, and other business entities subject to review by the Office of the State Controller (SCO).

Duties and Responsibilities:
(Candidates must perform the following functions with or without reasonable accommodations.)

1. Review and analyze the accounts and records of holders of unclaimed property under the jurisdiction of the SCO to determine compliance with the Unclaimed Property Law and related statutes.

2. Apply appropriate auditing procedures to records or accounts of holders and help develop and prepare examination workpapers and all supporting schedules. Ensure workpapers are in accordance with SCO policies and engagement manual.

3. Learn and apply SCO’s Engagement Manual policies, accounting and management auditing procedures, professional auditing techniques, and government auditing practices. Research, evaluate, and apply laws, rules, regulations, legal opinions, and/or legislation applicable to examinations of unclaimed property holders.

4. Assist in planning and completing assigned examinations effectively within predetermined budgeted hours. Advise the Senior Management Auditor and Staff Management Auditor, (Specialist), of the examination progress, potential issues, new unclaimed property types to examine, and other factors affecting the timeliness of the examination.

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-8579.

Position:
(6717) Staff Services Management Auditor (2 positions)

Position #:
051-642-5841-XXX

Salary Range:
$3,512 - $5,711

Issue Date:
8/23/2018

Contact:
Recruitment, (916) 319-9873

Location:
Division of Audits, Monterey Park
901 Corporate Center Drive, Suite #200
Monterey Park, CA 91754

Final Filing
Date:
October 5, 2018

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach “surplus letters” to their application. Failure to do so may result in your application not being considered.

Submit application package electronically via your CalCareers account or to address below:

State Controller’s Office
Human Resources Office
ATTN: Classification Unit - 300 Capitol Mall, Ste. 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application package must include either ARF #AUD-029 & AUD-030 or Position(s) #051-642-5841-XXX in the job title section. Application received without this information may be rejected.
Apply proper auditing documentation techniques to support findings. Develop clear and concise workpapers.

Travel to and from audit site – up to 75% overnight travel.

**Desirable Qualifications:**

- Excellent attendance and dependability (i.e., punctual and reliable)
- Strong work ethic
- Strong organizational skills
- Attention to detail
- Integrity
- Takes ownership (i.e., making mistakes, but correcting them and learning from them)
- High degree of initiative; self-motivated
- Responsive in a timely manner (i.e., promptness)
- Ability to use tact and good judgment
- Knowledge and experience with Microsoft applications (e.g., Outlook, Word, Excel, and Access)
- Ability to communicate effectively
- Demonstrate a positive attitude
- Ability to work independently
- Ability to collaborate effectively in a team environment
- Ability to work well with all levels of staff, as well as the public
- Ability to handle confidential/sensitive information
- Ability to be flexible and adaptable in response to changing workload and priorities
- Ability to multi-task and manage multiple priorities and coordinate concurrent assignments efficiently
- Ability to perform efficiently and effectively under deadlines and pressure
- Ability to research and analyze data, present ideas, and draw sound conclusions
- Commitment to provide quality customer service
- Valid driver’s license

*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. Rev. 1/15*