

<b>CLASSIFICATION:</b> Associate Accounting Analyst	<b>Time Base:</b> Full Time	<b>SALARY:</b> \$4619 - 5616	<b>FFD:</b> Until Filled
<b>LOCATION:</b> Sacramento		<b>DIVISION:</b> Administrative Services	
<b>CONTACT:</b> Sateshni Singh		<b>E-MAIL:</b> sssingh@arb.ca.gov	<b>PHONE:</b> 916-327-0631
<b>MAILING ADDRESS:</b> P.O. Box 1436, Sacramento, CA 95812			
<p><b>DUTIES:</b> Under the direct supervision of the Accounting Administrator I with close coordination with Budget staff, uses CALSTARS along with innovative technology to perform an array of accounting services, such as CALSTARS table maintenance, cash flow analyses for expenditures, reimbursements and revenue reports, Controlled Line Item Reports, Accounting Reports for Budgets, Fund Status, and year-end processes.</p> <p>ARB is located in the Cal/EPA building in downtown Sacramento; one block to light rail and has daycare facilities.</p>			
<p><b>DESIRABLE QUALIFICATIONS:</b> Knowledge of accounting systems; excellent organizational, research and analytical skills; strong interpersonal skills and ability to relate effectively to all staff levels; excellent verbal and written communication skills; ability to maintain a positive, creative and flexible approach to issues and problems while working in a fast-paced team environment; proficiency with Monarch, Excel and Word software applications, and knowledge of CALSTARS.</p>			

**Related classifications will also be considered.**