

# EMPLOYMENT OPPORTUNITY BULLETIN



## STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814  
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, high-energy prestigious organization with great potential for personal development and career advancement? Would you find working with top management in State Government and the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in areas such as auditing and program evaluation; accounting and fiscal systems; budget preparation, enactment and administration; information technology consulting and information services; demographic, financial and economic research; and general administration.

**Look no further, apply today!**

### Student Assistant (Financial Operations)

#### SALARY RANGE:

\$ 10.00 – 13.47 per hour

#### FINAL FILING DATE:

October 3, 2016

#### QUESTIONS ABOUT THE JOB:

James Nickel  
(916) 322-5540 ext. 2126  
E-mail: james.nickel@dof.ca.gov

#### SEND MATERIALS TO:

Department of Finance  
Attn: Destiny Dawley  
Human Resources Office  
915 L Street, Suite 1235  
Sacramento, CA 95814

#### HOW TO APPLY:

Submit a standard state application (Std. 678), resume, and proof of registration as a student in a college or university of recognized standing.

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable state personnel rules. The Std. 678 can be located at the following link:

<https://jobs.ca.gov/Profile/StateApplication>

#### POSITION DESCRIPTION:

Under the close supervision of a Principal Program Budget Analyst in the Financial Operations section (part of the Budget Operations Support unit), this position assists others with the following functions:

- Review budget-related data.
- Prepare training materials for Finance and other departmental staff.
- Track budget preparation documents.
- Validate the eBudget web site.
- Distribute the Governor's Budget publication.
- The incumbent may also provide assistance on a variety of statewide budgetary projects.

#### DESIRABLE QUALIFICATIONS:

**Public Policy/Accounting/Finance:** Possess an interest in public policy, accounting, finance, or a comparable field.

**Technical Skills:** Basic knowledge of Outlook, Word, Excel, and PowerPoint. Possess strong organizational skills and be able to process a large number of documents quickly.

**Communication Skills:** Effectively communicate both verbally and in writing.

**Work Ethic:** Essential personal qualifications include integrity, initiative, dependability, good judgment, and the ability to work in a team environment.