



- 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:**

- Master'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:**

- 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.

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