

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: Accountant I Specialist	WORKING TITLE: <i>Accountant I Specialist</i>
NAME OF INCUMBENT:	POSITION NUMBER: 280-653-4177-XXX
SECTION/UNIT: Benefit and Claims Processing Operations	SUPERVISOR'S NAME:
DIVISION: Integrity and Accounting Division	SUPERVISOR'S CLASSIFICATION: Sr. Accounting Officer Supervisor
BRANCH: Unemployment Insurance	REVISION DATE: 7/26/2018
<b>Duties Based on:</b> <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other ( <i>specify below in Description</i> )	
Description of Position Requirements ( <i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i> ): <i>Click here to enter text.</i>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement (Briefly describe the position's organizational setting and major functions):  Under the direct supervision of the Senior Accounting Officer (Supervisor), the Accountant I performs routine and complex semi-professional accounting work and account maintenance functions related to the Claims Processing and Benefit Payment Control activities that include fraud prevention and detection, establishment of overpayments, employer and claimant assistance and maintenance of employer and claimant accounts to ensure the integrity of the Unemployment Insurance (UI) Trust Fund.  The incumbent makes more difficult monetary eligibility determinations and adjustments as they relate to the various Claims Processing and Benefit Payment control workload processes, and utilizes a variety of databases, analyzes information obtained from a variety of Federal, State and Departmental sources in determining the appropriate action to take as it relates to the Unemployment Insurance (UI) and Disability Insurance (DI) programs.  <i>The incumbent needs to be flexible and adaptable to frequent workload changes based on organizational workload priorities.</i>	

**Civil Service Classification**

Accountant I Specialist

**Position Number**

280-653-4177-XXX

<b>Percentage of Duties</b>	<b>Essential Functions</b>
40%	Analyze and review wage information for routine case assignments for accuracy and completeness, identify irregular wage items and process required wage adjustments, elevate cases where appropriate, make decisions based on available wage information and through accurate interpretation and application of the information provided, and take appropriate action. Review reporting documents received from employers and claimants to determine monetary eligibility, calculate and process wages adjustments in the recomputation of UI and DI claims, and the establishment of UI fraud overpayments due to improper benefit payments.
30%	The incumbent will research, follow-up, and resolve customer inquiries. Advise customers of changes to the process, investigate missing payments and wage credits to determine if reported information is correct and take action to update and maintain employer and claimant accounts as needed. Investigate questionable or fraudulent documentation and make logical determinations based on the information provided. Elevate calls from irate customers.
15%	Trains staff, answers questions. Provides input to management by identifying, documenting, and making recommendations to system and procedural problems. Develops and writes procedures, creates test scenarios and prepares reports as necessary.
<b>Percentage of Duties</b>	<b>Marginal Functions</b>
10%	Participates on special projects or assignments, working independently or in a team environment, to improve quality services to our customers and to improve processes. Provides feedback to the project leader and manager on a continuous basis regarding status of assignments.
5%	Other duties as assigned. This includes assisting with other UI Branch workloads when priority workloads are backlogged.

**4. WORK ENVIRONMENT** *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	

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**Type of environment:**
 High Rise    Cubicle    Warehouse    Outdoors    Other:
**Interaction with customers:**
 Required to work in the lobby    Required to work at a public counter  
 Required to assist customers on the phone    Required to assist customers in person  
 Other:
**5. SUPERVISION**

Supervision Exercised: None, but may serve as lead

**6. SIGNATURES****Employee's Statement:**

*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

**Supervisor's Statement:**

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

**7. HRSD USE ONLY****Personnel Management Group (PMG) Approval**

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	MB	2/4/2020

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

*Click here to enter text.*

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file