



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR’S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)
CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK (IBANK)

POSITION DUTY STATEMENT

Classification Title: Senior Accounting Officer (Specialist)	Unit: Fiscal Unit	Name:
Working Title: Senior Accounting Officer (Specialist)	Position Number: 373-105-4567-002	Effective Date:

GENERAL STATEMENT:

Under the general direction of the Fiscal Unit Manager, the Senior Accounting Officer (Specialist) is responsible for maintaining accounting records for the California Infrastructure and Economic Development Bank Fund (CIEDB Fund), the California Infrastructure Guarantee Trust Fund (Guarantee Trust Fund), the California Small Business Expansion Fund (Expansion Fund) and the California Climate Catalyst Fund, as well as other related accounting duties. IBank undergoes an external annual audit and issues a comprehensive annual financial report.

As a valued member of the California Infrastructure and Economic Development Bank (IBank) team, each employee is expected to report to work regularly and on time; work cooperatively with team members and others; and treat others fairly, honestly, and with respect. Each employee is expected to achieve the highest-possible standards for performance and quality of work products, including clarity, coherence, and consistency in articulating an overall vision and direction for the program responsibilities and duties. In addition, produce the highest-possible quality written documents to ensure maximum effectiveness in communications. Essential aspects of quality written documents include, but are not limited to, compliance with IBank’s writing style and universally-recognized rules of grammar, punctuation, and spelling, as well as parallel construction of sentences, paragraphs, and documents; precision and accuracy in presentation of data, statistics, and conclusions; consistency in use of concept descriptions and preferred terminology as set forth in base documents for programs and projects; consistency and logic in formatting and headings; accuracy and consistency in details, such as names, abbreviations, dates, and numbers.

The incumbent’s duties include, but are not limited to the following:

ESSENTIAL FUNCTIONS:

45%	Independently perform complex accounting duties that require an understanding of the entire accounting cycle for the Small Business Expansion Fund, Climate Catalyst Fund, and other IBank funds as needed. Analyze, post, and reconcile all transactions and generate reports and financial statements from the QuickBooks accounting operating system for management’s review. Coordinate accounting functions with Department of
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	General Services - Contracted Fiscal Services (CFS) for reports, information sharing, and problem solving. Coordinate completion of year-end activities and reports with GO-Biz Administrative Business Services, CFS and IBank external auditors. Reconcile accounting information contained in various accounting reports on a monthly, quarterly, and annual basis from the QuickBooks, CFS (FI\$Cal, STO, SCO), LA Pro, . Monitor the transfer of SBFC funds by the trustee to ensure compliance with the investment policy and instructions from IBank. Responsible for monitoring, processing, and reconciling SBFC and Climate Catalyst Fund day-to-day transactions. Prepare certificates for the trustee to request transfer of funds between accounts or disbursement of funds in accordance with the requirements of the Investment Policy. Make recommendations to correct any problems or errors.
25%	Maintain loan accounting records in the LA Pro loan accounting system. Responsible for accounting transactions and records in QuickBooks, including reconciling data and preparing financial statements. Prepare cash flow reports for management. Input data into LA Pro, generate loan accounting reports such as the trial balance, loan payment history, forecast reports, and other custom reports for IBank use. Perform LA Pro system functions including backing up data and completing end of the month cycling. Prepare and send loan payment invoices and loan payment histories to borrowers. Work in conjunction with ISRF staff to prepare and review loan amortization schedules. Identify any system or information errors in LA Pro and alert management of any issues. Make recommendations to correct any problems or errors. Work with LA Pro vendor to incorporate annual updates and system upgrades. Maintain stand-alone reports and data that tie into the audit function including Loan Roll, Origination Amortization Fee Schedule, Loan Payment Schedule, and Loan Accruals.
15%	Reconcile on a monthly and quarterly basis cash, cash equivalent, and investments held with the State at the STO and outside the State with the trustees.
10%	Review loan disbursement requests for accuracy and record transactions in QuickBooks and LA Pro. Reconcile on a monthly basis interest on undisbursed funds and either send interest income to the borrower once all funds have been disbursed or annually in August.
5%	Serve as a liaison with IBank's external auditor. Analyze and maintain accounting controls. Draft accounting procedures. Other accounting and fiscal related projects as requested.

SUPERVISION EXERCISED

The Senior Accounting Officer (Specialist) will not provide direct supervision. The incumbent is expected to exercise individual initiative, utilize goal setting, possess a strong work ethic, be organized and meet deadlines.

SUPERVISION RECEIVED

The Senior Accounting Officer (Specialist) will work under the supervision of the Fiscal Unit Manager. The incumbent is expected to exercise individual initiative, utilize goal setting, possess a strong work ethic, be organized and meet deadlines.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with other IBank staff, DGS, and other State departments, ISRF Program borrowers, external auditors, the IBank Board, financial development corporations in the SBLGP and others.

INITIATIVE AND INDEPENDENCE OF ACTION

This position requires a high degree of administrative, technical and management capability over

extremely sensitive financial assistance transactions and matters. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in complex situations without direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

CONSEQUENCE OF ERROR

Delays, mistakes, or errors in judgment can lead to inaccurate financial information and reports, and loss of credibility.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed, and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

Senior Accounting Officer (Specialist) California Infrastructure and Economic Development Bank	Date

Employee's Printed Name:

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Supervisor's Signature:

Accounting Administrator I, Fiscal Unit Manager California Infrastructure and Economic Development Bank	Date

Supervisor's Printed Name:

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