

## State of California - Department of Social Services

**DUTY STATEMENT**EMPLOYEE NAME:  
**VACANT**CLASSIFICATION:  
**ACCOUNTING OFFICER, SUPERVISOR**POSITION NUMBER:  
**800-623-4563-001**DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*  
**Finance & Accounting Div/Accounting & Fiscal Systems Branch**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*  
**Acctg & Rptg/Federal Rptg Section/Fed Rptg/Cashiering Unit**SUPERVISOR'S NAME:  
**MARK KAPINSKI**SUPERVISOR'S CLASS:  
**Accounting Administrator I, Supervisor**SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*:

- None  Supervisor  Lead Person  Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Three Account Clerk II's.

Total number of positions for which this position is responsible: **3****FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

None.

## MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau (ARB) is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles. Record and reconcile all transactions posted to CDSS' financial book of record. Maintain the fiscal integrity of the Financial Information System for California (FI\$Cal), the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

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**CONCEPT OF POSITION:**

Under the supervision of the Accounting Administrator I, Supervisor (AA I, Sup), the Accounting Officer, Supervisor (AO, Sup) is responsible for the supervision of the Cashiering Unit. The AO, Sup is responsible for planning, organizing and directing all functions of the Unit, including processing payments, over-payments and accounts receivable for the Department, and accounting transactions impacting the bank statements.

A. RESPONSIBILITIES OF POSITION:

35% Plans, organizes and directs the work of the Cashiering Unit staff who are responsible for the cashiering functions for the Department, which include but are not limited to the following: receives and processes all deposits in FI\$Cal. Routes misdirected cash receipts to proper recipient; maintains records of monies received and actions taken; ensure daily files are uploaded on a timely basis; notify the State Treasurer's Office of large deposits; and reviews daily bank deposits timely.

20% Prepares probation reports, performance evaluations and personnel related memos as necessary. Meets with staff one-on-one and all together to facilitate operations, changes in procedures and/or to discuss operational issues and concerns. Determines employee training needs and conducts and schedules training accordingly. Maintains attendance records, reviews and approves time-off requests. Interviews applicants and assists in hiring of new employees.

15% Takes the initiative to follow up on checks being held by other units pending disposition. Researches and ensures deposit errors are corrected accurately and timely. Development of Unit policies and procedures. Handles the most complex and/or sensitive cashiering functions. Personally interacts with representatives from AFSB, State Treasurers Office, Bank of America and other organizations on a regular basis to discuss/resolve cashiering-related issues.

15% Performs monthly bank reconciliations for CDSS, State Council on Developmental Disabilities, and the Health and Human Services Agency bank statements. Analyzes the complex accounting transactions and posts journal entries for the bank statements and cash transactions for all three business units. Generates and reviews transaction reconciliation reports to determine if there are any discrepancies between FI\$Cal and bank statements. Researches and corrects reconciling items timely. Researches the origin of the transaction and works with Program areas if necessary. Corresponds with related parties to resolve any outstanding discrepancies. Prepares supplemental checks, supplemental deposits, and refunds. Prepares the annual bank statement, Report 14 financial statement.

10% Oversees the timely receipt and processing of all deposits for all three business units. Prepares check logs and collections reports. Ensures checks are scanned and deposited timely and accurately. Maintains equipment and facilitates repairs.

5% Represents the Cashiering Unit at meetings. Other duties as assigned.

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B. SUPERVISION RECEIVED:

The AO, Sup is directly supervised by the AA I, Sup. The incumbent is required to utilize his/her initiative and resourcefulness in completing assignments.

C. ADMINISTRATIVE RESPONSIBILITY:

The AO, Sup is responsible for the overall operation and activities of the Cashiering Unit. The incumbent is responsible for supervising staff work performance and attendance and providing a healthy and safe work environment.

D. PERSONAL CONTACTS:

The AO, Sup will have daily contact with all levels of Department employees in addition to representatives from other agencies and the general public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling sensitive and confidential material and in releasing information to unauthorized persons may result in action according to applicable Government Code. Failure to perform duties timely or accurately can result in posting errors or loss of interest.

F. OTHER INFORMATION:

The AO, Sup must possess excellent customer service skills and communicate effectively. The AO, Sup must also be dependable, have a positive attitude and have the ability to engage with staff at all levels. The AO, Sup must be able to analyze situations accurately, take effective action, direct the work of others and effectively report issues to the AA I, Sup. This position requires the incumbent to perform the essential functions of the position with or without a reasonable accommodation.