

# DUTY STATEMENT



**CURRENT**  
 **PROPOSED**

<b>CIVIL SERVICE CLASSIFICATION</b> Senior Accounting Officer (Supervisor)		<b>WORKING TITLE</b> Hybrid Telework Option- Senior Accounting Officer (Supervisor) - Cashiering		
<b>PROGRAM NAME</b> Office of Fiscal Services			<b>UNIT NAME</b> Accounting/Cashiering Unit	
<b>ASSIGNED SPECIFIC LOCATION</b> San Francisco			<b>POSITION NUMBER</b> 400- 101-4569-030	
<b>BARGAINING UNIT</b> S01	<b>WORK WEEK GROUP</b> 2	<b>BILINGUAL POSITION</b> No	<b>CONFLICT OF INTEREST FILER</b> Yes	<b>BACKGROUND CHECK</b> No

## General Statement

Under the general direction of the Accounting Administrator 1, the Senior Accounting Officer (Supervisor) serves within the Department of Industrial Relations (DIR) Office of Fiscal Services Accounting Section Cashiering Unit. The incumbent is responsible for the coordination and supervision of subordinate accounting staff in the maintenance and reporting of fiscal activities in Financial Information System for California (FI\$Cal) and work in accordance to applicable control agency guidelines and laws, rules, and regulations from local, state and federal agencies.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
45%	Plans, organizes, controls, and supervises the work activities of the Cashiering Unit. Delegates the work assignments, establishes priorities, and reviews the work activities of professional and technical staff in the following functions: establishing priorities, setting up fiscal controls, and accounting procedures in accordance with FI\$Cal and internal control requirements. Providing guidance and direction to subordinate staff in the resolution of outstanding FI\$Cal tickets and the corrective action needed, and other reconciliation matters with regards to cashiering activities. Supervises the distribution of transit vouchers related to the State's Transit Subsidy Program and the distribution of State Controller's Office Warrants, including but not limited to payroll warrants on a monthly basis.
40%	Reviews FI\$CAL and subsystem reports to ensure accuracy and adherence to FI\$CAL's Chart of Accounts. Ensure prompt remittance of collections in accordance with the State Administrative Manual (SAM). Supervises the Payroll Accounts Receivable collection activities, including the archive of the cash receipt and bank deposit documents. Coordinates with Human Resources on the follow-up of the employee collection letters, and the State Controller's Office on write-offs approvals. Responsible for reviewing, correcting, and providing recommendations to management on the periodic collection reports related to the functions of the Cashiering Unit that is promptly sent out to the appropriate staff, program liaisons, and external agencies. Assists with the research of dishonored checks and revenue refund requests and provides findings and recommendations to staff and

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<b>10%</b>	<p>management in accordance with FI\$CAL Chart of Accounts and SAM.</p> <p>Trains and develops support staff in FI\$Cal. Reviews and recommends training needs and prepares training schedules. Establishes means to measure personnel performance and prepares performance evaluations reports. Recommends appropriate action to the Accounting Administrator 1, counsel's staff as needed.</p> <p>Determines and recommends necessary support activities as a result of new legislation or changes in Divisional policies affecting cashiering activities, such as the establishment or enhancement of an internal, automated database to capture and report all Departmental collections for use by management and others and acceptance of electronic payments. Notifies management in the instance of exceptions to uniform interpretation and application of forms, policies, and procedures, including interpretation of SAM, California Labor Code, and departmental policies.</p>
<b>Percentage of Time Spent</b>	<b>Marginal Job Functions</b>
<b>5%</b>	<p>Participates in audits relating to the Cashiering Unit, and corrects any audit findings. Performs other accounting related duties and special assignments, and works on complicated projects as directed by the Accounting Administrator I. Additionally, the incumbent may provide functional guidance and assistance to other accounting units.</p>

### Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to Departmental policies and procedures.

### Supervision Received

Reports directly to the Accounting Administrator 1.

### Supervision Exercised

Directly supervises one (1) Accounting Officer (Specialist), one (1) Accountant Trainees, one (1) Accountant I, and one (1) Office Technician.

### Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

#### Work Environment

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. The duties of this position are performed indoors. The employee's workstation is located within the DIR Accounting office in San Francisco and is equipped with standard or ergonomic office equipment, as appropriate. Occasional travel may be required to attend meetings, training classes, or for staff supervision. Hybrid telework option may be available and if approved by the Department.

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## Special Requirements/Other Information

## Physical Abilities

Daily access and use of a personal computer and telephone. Occasional transporting files of stored records up to 20 lbs.

## Additional Requirements/Expectations

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## Personal Contacts

The incumbent will have daily contact with accounting staff, and will interact with DIR programs and Divisions, the public, and local, State, or Federal agencies.

## Employee Acknowledgment

*I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.*

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Employee Name

Employee Signature

Date

## Supervisor Acknowledgment

*I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.*

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Supervisor Name

Supervisor Signature

Date

## HUMAN RESOURCES OFFICE APPROVAL

<i>MA</i>	4/18/2024
C&P Analyst Initials	Approval Date