

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Fiscal Services – Accounting Services Branch		POSITION NUMBER (Agency-Unit-Class-Serial) 065-516-4567-008		MCR / HCR
DIVISION / UNIT  Accounting Services Branch – Bakersfield - Accounts Payable Unit		CLASSIFICATION TITLE Senior Accounting Officer Specialist		
		WORKING TITLE Senior Accounting Officer Specialist		
		TIME BASE / TENURE Full Time	CBID R01	WWG 2
LOCATION Young Street Bakersfield, CA 93311		INCUMBENT		EFFECTIVE DATE

**CDCR'S MISSION and VISION**

**Mission**

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

**DIVISION OVERVIEW**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly and with respect are critical to the success of the Department's mission.

**GENERAL STATEMENT**

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Effective on the date indicated, in accordance with state and departmental policies and procedures, and under general direction of an Accounting Administrator I, the Sr. Accounting Officer Specialist is assigned the following duties and responsibilities described below. This position has no supervisory responsibility but may exercise lead responsibilities.

**% of time performing duties**      **Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.**

30%

Independently reviews and analyzes the more difficult transactions related to payable items including those for high-volume and complex vendors. Processes various types of journal entries. Research or troubleshoots accounts payable items including reviewing purchase documents against invoices, goods received reports, disputes, and penalties. Performs regular account reconciliations by verifying source documents, and reviewing the related vendor payables reports from SAP. Identifies, analyzes, resolves, and relates sensitive and difficult accounting issues and transaction issues to ASB staff and management. Works with management and staff within and from ASB, institutions and programs about accounting and fiscal related items.

25%

As a Lead, provides on-the-job training and technical support to lower-level ASB staff as needed. Assigns and reviews workload. Establishes and guides practices that ensure accurate and timely postings to various funds, appropriations, and budgeted line items. Attempts to resolve conflicts that arise as a result of workflow or procedures. Provides input of a factual nature relative to employee job performance, technical performance, and provides

	<p>input for performance appraisals and individual development plans. Participates in management and program meetings to provide accounting services to stakeholders. Reviews and approves office revolving fund check requests. Reviews and verifies claim schedules before forwarding to the State Controller's Office, (SCO), for payment. Answers questions and requests from SCO Claims Auditor regarding schedules. Works closely with the supervisors to ensure that the workgroup recognizes and maintains the appropriate levels of quality, effectiveness, internal controls, and separation of duties within the unit for the safety and integrity of department assets.</p>
15%	<p>Acts as a liaison between/within accounting, and/or for vendors, institutions/programs, and control agencies. Advises, meets, corresponds, and provides recommendations about accounting related policies and procedures including sensitive and urgent matters. Serves as a team lead on institution audits/reviews. Assists institutions interpret, accomplish and maintain internal controls. Prepares related audit reports and responses; and follows up to ensure appropriate corrective action(s) is/are implemented. Coordinates the implementation of accounting for new programs/functions; reviews proposals to change accounting procedures; prepares cash analysis reports for management; coordinates completion of year-end reports.</p>
15%	<p>Generates and analyzes SAP reports periodically for invalid entries, invalid accounts, and abnormal balances; including budget related reports, BI, GR/IR, blocked or parked items reports, open item reports, claim table reports, and takes appropriate corrective action. Performs more complex reviews of SAP including appropriations, cash accounts, and fixed assets/property. Works with other accounting units to determine, analyze and apply refunds from vendors or when necessary, to bill vendors via appropriate ASB office. Generates and sends budget reports to programs and posts journal entries and adjustments to SAP as needed. Performs special projects, completes projections, collects, and organizes information requested by stakeholders and headquarters, as needed.</p>
10%	<p>Leads the unit to accomplish and maintain the appropriate levels of quality, effectiveness, and internal controls. Develops procedures for the efficient, accurate, and consistent identification, payment and tracking of all payable items. Implements, devises and works to enhance internal control procedures related to Accounts Payable. Provides input to performance appraisals, development plans, merit salary adjustments, discipline of employees, and initial employee grievance investigations. Timely and regularly processes payments and interprets payment information for assigned accounts, as appropriate, such as when providing backup coverage. Reviews agreements, purchase orders and/or contracts related to services/purchases. Maintains and updates invoice payment logs. Processes returned SCO warrant inquiries.</p>
5%	<p>Completes various assigned special projects that require research and analysis as needed. Provides backup coverage as directed within the unit and ASB. Serves as a SAP power user or Subject Matter Expert (SME). Provides training and technical support or direction to impacted accounting staff and other stakeholders.</p>

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, nonemployees, and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- The consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in (a) inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, (b) varying degrees of negative financial impacts to the department, (c) decline in customer services, (d) diminished stakeholder confidence, (e) increased audits, and (f) possible reduction of funding or resources.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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