

STATE OF CALIFORNIA
DUTY STATEMENT
 CALIFORNIA HORSE RACING BOARD

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| DIVISION Administration | EFFECTIVE DATE |
| BRANCH/SECTION | CLASS TITLE Accounting Officer (Specialist) |
| WORKING DAYS AND WORKING HOURS Monday-Friday | PHYSICAL WORK LOCATION Sacramento, California (Headquarters Building) |
| INCUMBENT (if known) | CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) 395-500-4546-002 |

The California Horse Racing Board ensures the integrity, viability, and safety of the California horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under the general supervision of the Chief of Administration, but primarily with the technical guidance of the Senior Accounting Officer, the incumbent performs accounting duties of average difficulty to manage the establishment and maintenance of accounts and records for specialized agency activities using the Financial Information System of California (FI\$Cal), along with innovative technology to perform accounting tasks. Typical functions to be performed, but not limited to, are as follows:

| % 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. (Use additional sheet if necessary) |
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| 45% | <p>ESSENTIAL FUNCTIONS:</p> <p>Review vendor forms and prepare FI\$Cal input forms to post to the appropriate general ledger. Prepare coding (Index, PCA, and Object), invoice number, invoice date, vendor name and amount to create claim schedules. Review and assemble claim schedules and remittance advice form for signature and release, and send, or on occasion drop off to SCO for payment. Provide payment for a variety of contracts, purchase orders and service agreements, various types of claims, interdepartmental and external contracts. Review labor and cost expenditure reports. Reconcile deposit batch controls from licensing division staff. Reconcile bank statements, SCO account balances and Office Revolving Fund balances.</p> |
| 35% | <p>Monitor, adjust, and follow-up, when necessary the payment encumbrance increases in conjunction with DGS and other control agencies. Resolves payment inquires with other State Departments and Offices. Establish, maintain, adjust, and liquidate encumbrance accounts as needed for a variety of contracts, purchases orders, service agreements, interagency agreements, within the timeframes required by the Prompt Payment Act. Review, analyze, and reconcile contract encumbrances, accruals, invoice statements, invoices and document reports to determine adjustments and ensure proper payment amounts. Review terms of contracts, purchase orders, and service agreements by analyzing and interpreting guidelines from the State Administrative Manual, Government Code, and other applicable state laws to ensure that all necessary documentation has been received for the establishment of proper payment. Document payment disputes, review invoices, purchase received documentation, and DGS mandated payment policies to calculate appropriate penalty payments as needed.</p> |
| 20% | <p>Coordinates and resolves purchase order inconsistencies as necessary. Courteously respond to sensitive inquiries from administrative officers, program managers, vendors, and control agencies including multi-fund expenditure allotments, time extensions, reverting appropriations, cash transfer letters, reportable payments, penalty payments, and year-end accruals. Analyze expenditure data for monthly budget projection reports. Process travel claim warrants. Assist accounting staff with year-end statements.</p> |

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| | <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.</p> <p>Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.</p> <p>SPECIAL PERSONAL CHARACTERISTICS: Ability to qualify for a fidelity bond.</p> |
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| | <p>WORK ENVIRONMENT:</p> <ul style="list-style-type: none"> • The incumbent works in a typical office environment, using one or more personal computers. • Works on the first floor of a two story building. |
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

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| SUPERVISOR'S NAME (PRINT) | SUPERVISOR'S SIGNATURE | DATE |
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or other balance the workload.

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| EMPLOYEE'S NAME (PRINT) | EMPLOYEE'S SIGNATURE | DATE |
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