



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 07/12/18	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-4569-001	
BUREAU/UNIT Administrative Services Bureau		CLASS TITLE Senior Accounting Officer (Supervisor)	CBID S01
INCUMBENT		WORKING TITLE	

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS
Under the general direction of the Staff Services Manager I, the Senior Accounting Officer (Supervisor) performs the more difficult accounting and financial reporting duties which require an understanding of the entire accounting process. The incumbent supervises accounting staff, establishes and maintains accounts, provides financial reports for the Administrative Services Bureau (ASB) Bureau Chief and Executive Management. Proficiency in Excel, MS Word, and Financial Information System for California (FI\$Cal), California Automated Travel Expense Reimbursement System (CalATERS), State Controller's Office (SCO) and Department of Finance (DOF) reporting is required.

% 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. <i>(Use additional sheet if necessary)</i>
40%	ESSENTIAL FUNCTIONS Plans, organizes, trains and directs accounting staff responsible for performing and ensuring daily, weekly and monthly accounting functions are completed timely; performs the FI\$Cal daily accounting functions, batch reconciliation; analyzes the FI\$Cal error and pending files, determines appropriate course of action and ensures errors are properly cleared; records the SCO journal entries which includes the Surplus Money Investment Fund, General Services and other fund transfers from various departments; processes Plans of Financial Adjustment and Claim correction letters; prepares remittance advices to State Treasurer's Office; prepares data entries to record cash receipts; establishes Accounts Receivable (AR) invoices to local county and city agencies, monitors payment and prepares the 30-60-90 day delinquent invoices and collection letters; responsible for write-off processing for unpaid ARs; enters confidential and/or complex expenditures into FI\$Cal and assembles Revolving Fund reimbursement claim schedules and submits to SCO for processing; audits and uploads invoices into FI\$Cal in a timely manner to secure prompt payment; upon approval from Human Resources (HR), establishes employee ARs and processes salary advances for the department; works with HR staff to ensure collection of outstanding ARs and salary advances; receives and applies payments to AR balances.
25%	Performs professional accounting duties in coordinating and preparing monthly fund and appropriation reconciliations of three funds for expenditures, revenue, and reverted appropriations between the Department and the SCO records; responsible for reviewing and analyzing complex reconciling items; determining the proper accounting treatment for adjustments and corrections to FI\$Cal records; prepares year-end financial statements; administers the table system setup activities and determines the best method for collecting, coding, and loading department specific data into CalATERS; monitors outstanding employee travel advances and reconciles with CalATERS monthly reports; reconciles CalATERS journal entries and transaction count reports to ensure accuracy for correct agency billing; tracks, monitors expenditures and provides monthly FI\$Cal accounting reports requested by Management.
15%	Manages the Citibank account, to include employee and Letter of Agreement airfare, Meeting Planner and Homeland Security, Concur, car rental and business travel accounts; trains departmental staff on how to use the new programs; serves as the department's Travel Liaison;

15%	<p>ensures compliance with California Department of Human Resources (CalHR), Collective Bargaining Unit Contracts, State Administrative Manual, and Government Codes.</p> <p>In coordination with the Fiscal Manager, reconciles and prepares year-end accruals and financial statements to ensure accurate and timely financial reporting; records various budget appropriations and transfers budget allotments; researches data and prepares statistical reports for the ASB Bureau Chief; handles difficult or complex research, payment, billing or adjustment functions, determines account coding and tracks balances; responsible for the Office Revolving Fund subsystem reconciliation, bank reconciliation, fixed assets reconciliation, identifies and analyzes differences or variances in the accounts; assists auditors in locating accounting and financial records during audits; files annual state tax reports; prepares the monthly contract expenditure report for management and budgeting purposes; responds to inquiries from local city and county agencies and vendors regarding their payment status; prepares claim schedules for stale dated warrants and submits to SCO; communicates, coordinates and performs year-end financial accounting functions to ensure financial reports are completed and submitted within the SCO and DOF deadlines.</p>	
5%	<p>NON – ESSENTIAL FUNCTIONS</p> <p>Interprets and applies State rules and regulations in auditing and reimbursing for out-of-state travel and relocation claims; ensures compliance with CalHR's delegated authority requirements; prepares out-of-state expenditure report for the department's budgeting needs; prepares the employee moving expense information for tax purposes. Other duties as required for the operational needs of the unit.</p>	
<p>WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):</p> <p><u>WORK ENVIRONMENT</u></p> <p>Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m.</p> <p>Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and aid POST as necessary).</p> <p><u>PHYSICAL ABILITIES</u></p> <p>Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).</p>		
<p align="center">To be reviewed and signed by the supervisor and employee:</p>		
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<p>EMPLOYEE'S STATEMENT:</p> <ul style="list-style-type: none"> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR</i> <i>I HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i> <i>I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION</i> <i>I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE</i> 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE