

STATE OF CALIFORNIA  
**DUTY STATEMENT**

CALIFORNIA PRISON INDUSTRY AUTHORITY

<b>1. Institution/Division/Office</b> Central Office/Accounting Services		<b>2. Unit Name/Industry</b> Accounts Payable Unit			
<b>3. Class Title</b> Accountant I Specialist		<b>4. Proposed Incumbent (if known)</b>			
<b>5. Current Position Number (Agency-Unit-Class-Serial)</b> 063-041-4177-001		<b>6. Effective Date</b>			
<p><b>7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions:</b>                  Under direct supervision from the Accounting Administrator I, Supervisor, this position is responsible for profession level accounting duties in the Accounts Payable Unit associated with vendor payments, analysis and reporting and reconciliation.                  Work hours: Monday through Friday, 8:00am - 5:00pm</p>					
<b>8. Percentage of time performing duties:</b>		<b>9. 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 an additional page if necessary.)</b>			
<b>40%</b>		<p style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></p> <p>Processes payments to vendors; which includes analyze, compare the stated terms on PIA's purchase orders and/or contracts with the vendor's invoice, analyze quantities received and invoiced, adjusts vendor's invoices appropriately, ensure purchase order signatures are consistent with the Delegated Signature Authority list, and prepares revolving fund check requests. Responsible for supervising at least two offender clerks for a total of 173 hours.</p>			
<b>25%</b>		<p>Analyze Accounts Payable audit-trail reports to ensure the accuracy enterprise and general ledger accounts; make necessary corrections; analyze purchase price variances for inventory purchases and notify the Inventory Management Unit supervisor to resolve issues. Assist with reimbursing the Revolving Fund, which includes preparing AP coding forms; key-entering information such as the vendor's identification number, the vendor's invoice number, invoice amount and date, contract/purchase order number into the enterprise-wide system (ERPLx).</p>			
<b>20%</b>		<p>Utilize the CALPIA's enterprise-wide automated system (ERPLx) to research vendor payments, create and print query reports, use as a tool to analyze and/or assist with preparing monthly AP accruals, and use the SCO terminal. Communicate clearly and concisely with CALPIA staff at all levels, or control agency personnel to; research and resolve payment discrepancies and coding errors, assist with training staff, complete the Monthly Claims Filed Activity Report, draft formal correspondence such as memorandums or ISO procedures, and writing e-mails.</p>			
<b>15%</b>		<p style="text-align: center;"><b>MARGINAL FUNCTIONS</b></p> <p>Participate on special project teams as requested by management. Perform other analytical duties as required by management. Required to work hours more than a normal workweek (Monday-Friday 8:00 – 5:00) to meet Accounting deadlines which will be determined by the Accounts Payable Supervisor and/or Chief of Accounting.</p>			
<b>10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>					
<b>11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:</b>					
<b>PRINT EMPLOYEE'S NAME</b>		<b>EMPLOYEE'S SIGNATURE</b>		<b>DATE</b>	
<b>PRINT SUPERVISOR'S NAME</b>		<b>SUPERVISOR'S SIGNATURE</b>		<b>DATE</b>	
<b>HR APPROVAL</b> JT 11-13-18					