

DUTY STATEMENT

Employee Name:

Classification: Accounting Officer (Specialist)	Position Number: 580-110-4546-904
Working Title: Claims Payment Specialist	Work Location: 1615 Capitol Avenue Sacramento CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Limited Term/ Full Time
Center/Office/Division: Administration	Branch/Section/Unit: Financial Management Branch/ Accounting Section/ Central Accounting Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

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.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing professional accounting duties of average difficulty that is associated with the auditing, reviewing and approving of Travel Reimbursement Claims in the California Automated Travel Expense Reimbursement System (CalATERS) Global system. The Accounting Officer (Specialist) posts financial transaction into the Financial Information System for California (FI\$Cal) accounting system to maintain the financial integrity of the departmental General Ledger and may exercise moderate control in administration of established policies and procedures and may have on-going contacts with the program managers and control agencies.

The incumbent works under the general supervision of the Accounting Administrator I in the Travel/Relocation/Revolving Fund Advance/Archiving Team.

Special Requirements

Conflict of Interest (COI)

- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

35% Establishes and maintains accounts and financial records, which includes posting expenditures related to travel. Reviews, analyzes, and approves travel advances, travel expense claims by researching, interpreting and applying the California Department of Human Resources, Department of General Services (DGS), & State Administrative Manual rules & regulations, bargaining unit Memorandum of Understanding (MOU's), Management Memo's, and Department's policies. This includes claims and requests submitted through CalATERS Global system. Maintains on-going review and audit of CalATERS Global transmittals and original receipts. Completes various travel, CalATERS Global, and Fiscal reports for reconciliation. Reviews prepaid payment vouchers. Correcting prepaid voucher errors.

30% Approves Out-of-State (OST) airline reservations for OST Blanket and Individual Trip (ITR) request. Provides OST Friday coverage, monitors and respond to the CDPH Airline coordinators email box. Reviews separation and exit clearance notifications for outstanding travel advances, establishes CalATERS and Concur profile accounts. Monitors and responds to the travel help desk FMB-Aters email box to ensure timely response and action.

25% Prepares monthly outstanding Citibank Individual Liability Government travel card (ILC) reports. Reviews and monitors ILC for approved travel expense charges. Informs management of abnormal charges. Reports outstanding card balances to DGS. Reviews Citibank ILC accounts for separated employees and request closure of account. Closes the balance on Prepaid Fiscal Vouchers for Travel Advances. Provides backup support to reconcile monthly travel advance Office Revolving Fund (ORF) checks. Prepares Outstanding Account Receivables Past Due notification letters, ORF write-off and Franchise Tax Board collections stop payment request and the monthly notice of collections of outstanding travel.

Marginal Functions (including percentage of time)

10% Acts as back up to assist the lead Associate Administrative Analyst with creating regular voucher payments for manual Travel Expense Claims (TEC) and updates CalATERS prepaid vouchers with manual payment data. Creates Fiscal supplier records. Prepares monthly CalATERS loba Reimbursement Aging Report, processes and corrects travel related errors. Performs other work related duties as needed.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>	<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the</p>
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		hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRB Use Only: Approved By: Tuyen Nguyen	Date 6/1/2020		