

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SUPPORT
OFFICE OF FISCAL SERVICES
ACCOUNTING OFFICE
DUTY STATEMENT**

NAME:

JOB TITLE: Accountant Officer (Spec)

POSITION NO: 420-023-4546-xxx

UNIT: Revolving Fund/Cashiering Unit

UNIT SUPERVISOR: Sr. Accounting Officer (Sup)

STATEMENT OF DUTIES: The Accounting Officer (Spec) is responsible for reviewing, processing, coordinating, and maintaining accountability of the Department Revolving Fund account as well as CalATERS Global travel advance requests. The incumbent will be responsible for credit card payment transactions. The scope of the accountability includes accuracy, confidentiality, legality, correctness of the transactions, and support documentation in compliance with SAM, DOJ Administrative Manual, and CalHR Travel guidelines.

SUPERVISION RECEIVED: Reports directly the Senior Accounting Officer (Supervisor), Cashiering/Revolving Fund Unit.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation to input data and to complete work assignments up to 8 hours per day. Ability to bend and lift files and may be required to move boxes weighing up to 25 lbs.

TYPICAL WORK CONDITIONS: Open cubicle work station in a smoke free environment.

ESSENTIAL FUNCTIONS:

50% Audit and review the department's travel advance requests through CalATERS Global to ensure compliance with CalHR Travel Rules and Guidelines. This includes phone and email correspondence with the programs, and possible return of the request if compliance is not met. Upload CalATERS Global approved advances into the Accounting Information System on a daily basis. Notify field offices to print CalATERS Global travel checks for distribution. Process and generate CalATERS Global Revolving Fund checks for Accounting headquarters. Maintain Excel spreadsheets for CalATERS Recovered monies, posting of all expenditures by division, and expenditures for Post Office boxes and meter refills. Post information to the accounting system prior to printing the checks. Audit, review and process requests for Revolving Fund checks to ensure compliance with SAM and departmental policy. Process and generate Revolving

Fund checks based on the requests received. Distribute signed Revolving Fund checks to requesters. Update the accounting system and file check requests. Review field office check requests, check stubs and reports. Process canceled and stop payment requests, and contact State Treasurer's Office as necessary. Review and prepare Cash State checks from internal requesters, verify posting activity and distribute signed checks to requesters.

- 30%** Backup for processing credit card payments and obtaining authorization for all types of credit cards through a contracted third party vendor. Maintain and reconcile daily and monthly credit card charges. Make copies and mail credit card receipts to agencies. Receive and make phone calls to agencies for any credit card inquiries and declined payments. Responsible for entering payment information to the Access database and making sure that no duplicate payments are posted for the same invoice. Audit and review compliance with the State Administrative Manual, Victim Compensation and Government Claims (Board of Control) rules, CalHR rules and state laws with Government Code Section 11019.9.

- 15%** Write and prepare memos, letters, reports and correspondence using Microsoft Word processing software. Create spreadsheets, downloads, and fiscal documents utilizing Excel software at the intermediate level. Have the ability to utilize Access and PowerPoint database software for reporting purposes. Correspond with program staff throughout the department, external vendors and other state agencies via use of e-mail. Be able to produce, explain and understand reports generated from Accounting Information System, including but not limited to budget, encumbrance, collection and expenditure reports. Perform and complete special projects as required by management.

- 5%** Evaluate and recommend updates to Revolving Fund procedures and policies. File, copy and fax documents as needed.

I have read and understand the essential functions and typical physical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation. *(Refer to the Essential Functions Health Questionnaire, STD 910.)*

Employee's Signature

Date

Supervisor's Signature

Date