

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Accountant I (Specialist)	Accountant I (Specialist)
NAME OF INCUMBENT:	POSITION NUMBER:
	280-305-4177-007
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Accounts Receivables Receipts & Reimbursement Group	Christopher Tam
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Fiscal Programs Division	Accounting Administrator I Supervisor
BRANCH:	REVISION DATE:
Administration	4/1/2021
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT- Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required  <input type="checkbox"/> May be Required to Work in Multiple Locations  <input type="checkbox"/> Requires DMV Pull Notice  <input type="checkbox"/> Travel May be Required           </div> <div style="width: 48%;"> <input type="checkbox"/> Call Center/Counter Environment  <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check  <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)  <input type="checkbox"/> Other (<i>specify below in Description</i>)           </div> </div>	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<p>Under the direct supervision of the Accounting Administrator I (Supervisor), the incumbent is responsible for posting and analyzing all aspects of payroll accounts receivables (AR) with a good understanding of accounting principles and FI\$Cal AR modules.</p> <p>Collection of ARs requires a thorough understanding of State Administrative Manual (SAM) requirements for the collection of outstanding accounts receivables for current and separated employees. The incumbent performs collection activities according to SAM 8776.6 on non-employee accounts receivables and SAM 8776.7 for current employees accounts receivables.</p>	

Percentage of Duties	Essential Functions
45%	<p>Prepares bank deposits daily. Enters the travel, salary and vendor payment checks, bank deposits, vendor and travel expense claim schedules into the FI\$Cal system. Keys Payroll Accounts Receivables (PARs) into FI\$Cal. Records new Notice of Payroll Accounts Receivables (NOPAR) received from the State Controller's Office (SCO) into Accounts Receivable System (ARS) database. Applies payments as they are received to maintain an accurate balance for each receivable and an overall balance for all NOPARs. Compares and reconciles the PARs monthly reports generated from ARS to identify monies to be applied to PARs. Contacts Human Resources Personnel Specialists and requests documentation for personal checks received in the Revolving Fund Unit. Analyzes and reconciles payroll accounts receivable reports and presents them to management and Cash Control Unit upon month-end closing of the GAF 9. Prepares collection letters to former employees for amounts owed to accounts receivable and salary advances. Verifies balances of outstanding accounts receivable source documents to the aged report and makes sure they are cleared timely. Communicates effectively and works with management and HRSD to resolve potential issues and status of all the aspects of accounts receivable via telephone, email, or in person.</p>
35%	<p>Weekly, maintains and updates CalATERS Global Tables. Contacts employees for the CalATERS new user registration and assists them to register in CalATERS Global when needed. Prepares and sends out collection letters to employees who have outstanding travel advances. Monthly, sends Split-Warrant Notice to Human Resources for travel advance recovery. Prepares CalATERS Global Tables to be uploaded to SCO. Reviews Monthly Separation Report to update employees' status and ensures proper documentation is on file, categorizes employees by fiscal year of separation for outstanding ARs. Ensures collection letters are in file folders for future use when preparing the Franchise Tax Board intercept file. Keys and assists with Journal Voucher entries using FI\$Cal.</p>
15%	<p>Enters and maintains data records pertaining to the Revolving Fund using various databases. Daily, inputs the receipts for all monies received into FI\$Cal. Generates database reports upon request from management. Assists management with special needs such as compiling data and/or reviewing data. Inputs batches accurately into databases by direct keying or utilizing the database interface.</p>
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
<b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: Use of Personal Computer > 66%	
<b>Type of Environment:</b> <input checked="" type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	

<b>Interaction with Customers:</b> <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person-Internal EDD Customers <input type="checkbox"/> Other:		
<b>5. SUPERVISION EXERCISED:</b> (List total per each classification of staff)		
None		
<b>6. SIGNATURES</b>		
<b>Employee's Statement:</b> <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
<b>Supervisor's Statement:</b> <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
<b>7. HRSD USE ONLY</b>		
<b>Personnel Management Group (PMG) Approval</b>		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file.	PMG Analyst Initials	Date Approved
	hcc	4/9/2021
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file