

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Accountant I (Specialist)		WORKING TITLE Accountant I	
DIVISION/OFFICE/UNIT FMD/Accounting Branch/GFVSS		SPECIFIC LOCATION ASSIGNED TO Headquarters-Sacramento, CA	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-371-4177-001	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under direct supervision of the Accounting Administrator II (Supervisor), the Accountant I (Specialist) performs the more difficult semi-professional accounting work in the establishment and maintenance of accounts and financial records in the General Fund and Vendor Services Unit. Typical duties include scheduling payments to the State Controller's Office (SCO), maintaining the California Department of Tax and Fee Administration's (CDTFA) accounts receivables, posting to subsidiary ledgers, and gathering data and preparing worksheets to assist with the development and implementation of new procedures. Maintains working relationships with Board of Equalization (BOE) and CDTFA employees, vendors, contractors, and state agencies. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
50%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Makes journal entries, posts ledgers, takes trial balances and audits claims in the Allotment Expenditure Ledger (AEL). Gathers data to assist the Budget Section and Accounting staff investigate discrepancies. Prepares monthly automated downloads of AEL, payroll expenditures and encumbrance balances. Compiles less complex financial reports for management to discover opportunities for procedural improvement. Supports management in the decision and policy making process. Compiles and analyzes the less difficult workload data to document the implementation of procedures and systems for General Fund accounting processes. Reviews claim schedules to be submitted to the SCO for compliance with payment requirements. Assists in the review of budget documents and ensures proper timing and posting of documents and reports generated. Works with the Budget Section to investigate discrepancies. Ensures automated download of expenditures, payroll and encumbrance data is initiated for the Budget Section. Analyzes outstanding General Fund encumbrances and monitors the allotments for accuracy and availability of funds. Reconciles and verifies the outstanding encumbrances to the monthly Budget Report.</p> <p>Makes preliminary reconciliations and monitors the General Fund accounting systems, accounts and records. Accesses SCO's on-line system terminal to research General Fund account balances. Prepares remittance advices to SCO. Prepares and reviews the less difficult financial reports and statements for BOE/CDTFA and control agencies. Informs management of account-related problems and recommends corrective action. Analyzes control agencies' management memos for impact to General Fund processes. Reviews and analyzes posting documents to provide proper abatement, reimbursement and revenue coding for the Cash Receipts Register. Researches un-cleared collection receipts and determines proper coding to ensure recovery of revenues and postings to the appropriate account. Prepare and reviews the BOE and CDTFA monthly cash flow.</p>		
20%	<p>Prepares data for the Budget Section, BOE and CDTFA units regarding analysis of their department's expenditures. Reviews expenditures to ensure proper charges against the appropriate allotments. Identifies discrepancies, researches and adopts problem resolution, and prepares the necessary corrections. Follows through to ensure corrections are completed.</p>		

15%	<p>Performs technical data gathering for special projects related to the General Fund and Vendor Services Unit including preparation of correspondence and factual reports for representation of issues and recommendations to management. Consults with and advises other CDTFA and BOE units, contract vendors, control agencies and other State departments.</p> <p>Maintains detailed records on all CDTFA owned vehicles. Registers each vehicle purchased and prepares transfer documents when vehicles are sold. Processes gas and car repair invoices for payments. Ensures that the appropriate Department of General Services (DGS) approval for vehicle repairs is obtained prior to vehicle repairs. Prepares monthly vehicle inventory and vehicle mileage reports. Prepares annual Smog and inspection reports for submission to the Bureau of Automotive Repair and DGS – Fleet Administration. Compiles information for the submission of excise tax refunds for gasoline. Analyzes data and prepares form for submission to the IRS. Maintains detailed records on the Board’s leased property. Reviews and prepares claim schedules for payment of leases, repairs and applicable utilities. Coordinates with the Business Services Section to monitor changes to the leases and processes necessary adjustments.</p>
10%	<p>Performs special accounting projects. Compiles the less difficult financial records and prepares correspondence and factual reports for CDTFA/BOE management. Advises supervisors on the condition of accounts and makes recommendations on specific problems relating to the accounts. Assists in the establishment of new computer programs and enhancements to the existing programs.</p>
5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>Performs other job related duties as required. This includes assisting with other staff workloads when priority workloads are backlogged.</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Office setting with artificial light and temperature control
- The position is located in a high-rise building

Physical Abilities:

- Daily access and use of a personal computer, office equipment and telephone is essential
- Frequent use of an elevator and/or the ability to ascend/descend stairs up to 24 stories
- Sitting and standing consistent with office work

Additional Requirements/Expectations:

- Required to work overtime during the fiscal year-end rush and on occasion when necessary

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE’S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR’S SIGNATURE	DATE
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HRB Approval Date: 05/13/21	C&P Analyst Initials: VMS
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