

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF FISCAL SERVICES
ACCOUNTING OFFICE
DUTY STATEMENT**

NAME: Vacant

JOB TITLE: Senior Accounting Officer (Specialist)

UNIT: Reimbursements Unit

POSITION NUMBER: 420-023-4567-XXX

UNIT SUPERVISOR: Accounting Administrator I

STATEMENT OF DUTIES: The Senior Accounting Officer (Specialist) is responsible for reviewing all reimbursement standard agreements and Memorandums of Understanding (MOU's) and tracking them with program staff approval through full execution by way of oral and written communication with program staff, budgets, and client agencies. The incumbent will act as a Subject Matter Expert for the Reimbursements Unit and Lead person for Reimbursement month-end closing procedures and for year-end transactions including accruals and year-end statements. The incumbent will also research, review, and prepare uncollectible Accounts Receivable for write-off or State Controller's Office (SCO) discharge.

SUPERVISION RECEIVED: Reports directly to the Accounting Administrator I and indirectly to the Accounting Administrator II and the Accounting Administrator III.

SUPERVISION EXERCISED: None.

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

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

ESSENTIAL FUNCTIONS:

30% Research and analyze all reimbursable Standard Agreements and all MOUs, including renewals and amendments, for compliance with the department's policies, the Government Code, and the State Administrative Manual. Track the agreements for approval and route for signature.

- 20%** Develop and write desk procedures for the unit. Assist the staff with providing revisions to the desk procedures. Direct the workload, including all transactions regarding processing of invoices, contracts, and collections. Review the receipt of credit card payment information for open accounts receivables, which are entered into a database by staff. Research, analyze, and reconcile special project issues related to the Reimbursement Unit, including updates to the Department of Justice Administrative Manual (DOJAM).
- 20%** Prepare the invoices for the more complex reimbursable customers. This includes analyzing budget, collection, and payroll reports, conducting customer reconciliations, and analyzing corresponding agreements including MOUs and reimbursable agreements. Coordinate with the program staff to resolve any reconciling items and corrections to reports through oral and written communication.
- 15%** Directly responsible for ensuring the department meets all the criteria of the Accounts Receivable Management Act. Prepare the accounts receivable management reports and submit to State Controller's Office. Identify, research, and prepare write-offs for uncollectible Accounts Receivable under \$500. Identify, research and prepare Discharge of Accountability for uncollectible Accounts Receivable over \$500 and submit to the State Controller's Office (SCO). Requires in-depth knowledge the Government Code and State Administrative Manual to ensure departmental compliance.
- 10%** Perform monthly and year-end closing procedures, including year-end accruals. Generate monthly collection letters and management reports.
- 5%** Assist in providing unit coverage and complete other related work as required by management.

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 accommodations. ***(Refer to the Essential Function Health Questionnaire, STD 910).***

Employee's Signature

Date

Supervisor's Signature

Date