

Accounting Officer (Spec)

Revised 5/2020

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

**NAME:** Vacant

**JOB TITLE:** Accounting 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 processing returned items received from the bank and for daily credit card transactions; as well as payroll accounts receivable. Performs accounting duties of average difficulty, responsible for reviewing, coordinating, reconciling and maintaining accountability of employee payroll/warrant distribution and resolution of specific employee payroll issues. Review operations and make recommendations for revision and documentation of existing desk procedures. Act as departmental resource to provide assistance to department employees, personnel and general inquiries concerning payroll distribution, salary advance and payroll accounts receivable. Recognize and ensure that audit, internal control and accounting procedures are being followed.

**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%** Process returned items received from the bank. This includes verifying the receipt of the original check, coding, and posting the information to the Accounting Information Systems (AIS) in order to buyback the check from the bank. Work with Reimbursement Unit to set up an Accounts Receivable to collect on the dishonored check. Prepare annual report to State Treasurer's Office on the total count of all dishonored checks processed each year. Responsible for processing credit card payments through third party contracted vendor and input on credit card database. Entry of State Controller journal documents to Microsoft Access database to record accounts receivable due from

employee for salary overpayment; to correct automatic payroll deduction payments for accounts receivables that were posted to the wrong agency, appropriation, fiscal year or fund; and to record interagency transfers of salary deductions to cover overpayment. Research and correct posting errors identified in reconciliation report from Financial Reports unit. Back-up the Revolving Fund desk and Accounting forms coordinator; and help open daily mail.

**30%** Responsible for the timely distribution of all State Controller warrants issued, including master-payroll, overtime and garnishment warrants by following the California Labor Code. Acts as a Personnel Liaison between Personnel, Accounting, Control Agencies, and all departmental employees on payroll distribution issues. Monitor payroll distribution authorization lists. Analyze payroll distribution procedures, meet with other payroll liaisons, and make recommendations for improvements to payroll distribution. This position is responsible for distributing separated employee's payroll warrants within the parameters of AB 2410 to avoid penalties to the Department.

**10%** Develop the ability to write and prepare memos, letters, reports, and correspondence using the word processing software. Create spreadsheets, downloads, and fiscal documents utilizing Excel software at the same intermediate knowledge 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 (Outlook). Be able to produce, explain, and understand reports generated from the Accounting Information System, including but not limited to budget, encumbrance, collection and expenditure reports. Perform and complete special projects as required by management.

**MARGINAL FUNCTIONS:**

**10%** Filing, photocopying, and research as needed.

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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.)

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Employee's Signature                      Date

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Supervisor's Signature                      Date