

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Accountant Trainee

POSITION NUMBER:

800-623-4179-~~810~~ XXX XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Acctng Sys & Rptng/Fund Acct & Rpt /Cash & Accounts Rec

SUPERVISOR'S NAME:

Lan Nguyen

SUPERVISOR'S CLASS:

Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting Systems and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles and the federal Cost Allocation Plan (CAP). Record and reconcile all transactions posted to CDSS' financial book of record. Maintain the fiscal integrity of the Financial Information System for California (FI\$Cal), the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the close direction of an Accounting Administrator I, Supervisor (AA I-Sup), the Accountant Trainee (AT) learns to coordinate and perform professional accounting duties related to fund accounting and reporting for CDSS. Duties include, but are not limited to: maintaining accounting records; preparing all types of accounts and records of financial transactions; and preparing the year-end financial statements. Participates in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and FI\$Cal to meet daily operational needs.

A. RESPONSIBILITIES OF POSITION:

- 30% In a training capacity, prepares invoices for reimbursable contracts and other accounts receivables (AR's). Pulls various FI\$Cal reports, prepares data manipulation, and creates AR reports to calculate invoice amounts. Learns how to retrieve reports from various programs as necessary. With the assistance of lead staff, bills other customers appropriately per reimbursement contracts, encumbering memos, and government code authority. Under close supervision, establishes AR's in FI\$Cal. Has frequent contact with Programs, CDSS' Contract Unit, other state and local government agencies, and the public to resolve issues related to the reimbursement of contracts and invoices. Coordinates with the Cash Manager to ensure reimbursement contracts are executed and collections are processed timely. Establishes customers in FI\$Cal.
- 20% In a training capacity, tracks and logs invoices to ensure they were received by customer and when they will be scheduled for payment for cash flow purposes. Tracks all collection efforts. Learns how to initiate delinquency letters for outstanding invoices, including write-offs of the uncollected account receivables. With the assistance of lead staff, analyzes and prepares applications for discharge from accountability to the State Controller's Office (SCO). Under close supervision, identifies and breaks down payments to specific invoices and posts payments.
- 20% In a training capacity, reconciles invoices for all accounts receivable general ledger accounts on a monthly basis. Identifies discrepancies and corrects and adjusts invoices as needed. Learns how to reconcile the fund and fund affiliate and that all reimbursements were billed timely. With the assistance of lead staff, resolves month end close errors and prepares FI\$Cal tickets as needed.
- 10% Under close supervision, reviews and analyzes expenditures and reimbursements to prepare AR estimates.
- 10% Learns how to perform various year-end activities, such as AR accruals, reclasses, Post-Closing Trial Balance, Due To/Due From Reports, AR Report, and other reports due to control agencies.
- 10% In a training capacity, writes and updates procedures. Learns how to organize and maintain filing structures. Provides backup coverage as needed. Attends trainings. Other duties to provide support within the Accounting and Fiscal Systems Branch (AFSB).

B. SUPERVISION RECEIVED:

The AT receives close supervision from an AA I-Sup. The AT is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA I-Sup on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AT has daily contact with CDSS employees, customers from other state agencies, local government, and the public.

E. ACTIONS AND CONSEQUENCES:

Accurate and efficient work is necessary to maintain and ensure CDSS' financial operations and prepare year-end financial statements. Lack of accurate reporting and careful analysis could result in a cash flow shortfall or insufficient federal reimbursement to cover all eligible expenditures and compromise CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

The AT must have excellent communication and customer service skills, as well as knowledge of computer applications including Microsoft Word, Excel, and Access. The AT must work well under pressure and be able to use sound judgment to adjust workload in order to meet deadlines. The AT may also be required to learn various duties within the Cash and Accounts Receivable Unit to provide team coverage during heavy workload periods.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Accounting Officer, Specialist

POSITION NUMBER:

800-623-4546-~~910~~ XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration Division/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Acctng Sys & Rptng/Fund Acct & Rpt /Cash & Accounts Rec

SUPERVISOR'S NAME:

Lan Nguyen

SUPERVISOR'S CLASS:

Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

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DATE

EMPLOYEE'S SIGNATURE

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SUPERVISION EXERCISED (Check one):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

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Total number of positions for which this position is responsible:

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MISSION OF ORGANIZATIONAL UNIT:

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CONCEPT OF POSITION:

Under the general direction of an Accounting Administrator I, Supervisor (AA I-Sup), the Accounting Officer, Specialist (AO-Spec) is the journey level position within the Cash and Accounts Receivable Unit and will utilize technical knowledge and analytical skills to perform fund accounting and reporting for CDSS. The AO-Spec performs accounting duties of average difficulty; maintaining accounting records; preparing all types of accounts and records of financial transactions; and preparing the year-end financial statements.

A. RESPONSIBILITIES OF POSITION:

Participates in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and FI\$Cal to meet daily operational needs.

- 30% Prepares invoices for reimbursable contracts and other accounts receivables (AR's). Pulls various FI\$Cal reports, prepares data manipulation, and creates AR reports to calculate invoice amounts. Retrieves reports from various programs as necessary. Bills other customers appropriately per reimbursement contracts, encumbering memos, and government code authority. Establishes AR's in FI\$Cal. Has frequent contact with Programs, CDSS' Contract Unit, other state and local government agencies, and the public to resolve issues related to the reimbursement of contracts and invoices. Coordinates with the Cash Manager to ensure reimbursement contracts are executed and collections are processed timely. Establishes customers in FI\$Cal.
- 20% Tracks and logs invoices to ensure they were received by customer and when they will be scheduled for payment for cash flow purposes. Tracks all collection efforts. Initiates delinquency letters for outstanding invoices, including write-offs of the uncollected account receivables. Analyzes and prepares applications for discharge from accountability to the State Controller's Office (SCO). Identifies and breaks down payments to specific invoices and post payments.
- 20% Reconciles invoices for all accounts receivable general ledger accounts on a monthly basis. Identifies discrepancies and corrects and adjusts invoices as needed. Reconciles the fund and fund affiliate and that all reimbursements were billed timely. Resolves month end close errors and prepares FI\$Cal tickets as needed.
- 10% Reviews and analyzes expenditures and reimbursements to prepare AR estimates.
- 10% Performs various year-end activities, such as AR accruals, reclasses, Post-Closing Trial Balance, Due To/Due From Reports, AR Report, and other reports due to control agencies.
- 10% Writes and updates procedures. Organizes and maintains filing structures. Provides backup coverage as needed. Attends trainings. Other duties to provide support within the Accounting and Fiscal Systems Branch (AFSB).

B. SUPERVISION RECEIVED:

The AO-Spec works under general supervision and receives guidance from an AA I-Sup. The AO-Spec may exercise moderate control in the administration of established policies and procedures. The AO-Spec is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA I-Sup on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AO-Spec has daily contact with employees from CDSS and other state agencies, local government, and the public.

E. ACTIONS AND CONSEQUENCES:

Accurate and efficient work is necessary to maintain and ensure CDSS' financial operations and prepare year-end financial statements. Lack of accurate reporting and careful analysis could result in a cash flow shortfall or insufficient federal reimbursement to cover all eligible expenditures and compromise CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

The AO-Spec must have excellent communication and customer service skills; and understanding of the cash receipt flow process, as well as general ledger functions of the Payroll Accounts Receivable and special funds. The AO-Spec must have knowledge of computer applications including Microsoft Word, Excel, and Access. The AO-Spec must work well under pressure and use sound judgment to adjust workload in order to meet deadlines. The AO-Spec may also be required to learn various duties within the Cash and Accounts Receivable Unit to provide team coverage during heavy workload periods.