

**State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT**

Division: Administrative and Management
Unit: Accounting Unit
Position Number: 401-110-4567-012 (2417)
Classification: Senior Accounting Officer (Specialist)
Working Title: Senior Accounting Officer (Specialist)
Location: HQ
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under the general direction of the Accounting Administrator I, the Senior Accounting Officer (Specialist), is responsible for independently performing the more difficult recording and reporting of transactions impacting over fifty Federal Trust Fund Grant projects and Special Funds to include Emergency Rental Assistance Program (ERAP).

% of Time	Essential Functions:
30%	Review, develop and implement procedures used to account for Federal Trust Fund grants - Emergency Rental Assistance Program (ERAP). Track and document expenditure and revenue activity on Emergency Rental Assistance Program (ERAP) and determine that all are accounted for appropriately. Assist program to resolve the more complex accounting problems. Review/Analyze Emergency Rental Assistance Program (ERAP) payment and validate between Financial Information System for California (FI\$Cal) and US Treasury Reports.
30%	Perform cash management transaction including the preparation of cash availability such as preparing transaction request letters (CA504) to State Controller's Office, analyze cash receipts, deposit transactions, returned funds worksheets and remittance of cash to State Treasurer. Monitoring and tracking drawdowns of federal monies, and the timeliness of disbursement of the funds. Analyze expenditures against available grant balances and review reconciliations by fund and by grant. Monitor, analyze and reconcile local assistance expenditures charged to federal - Emergency Rental Assistance Program.

- 20% Perform monthly reconciliations of cash in state treasury in State Controller's Office (SCO) accounts to cash tracking worksheets, FI\$Cal reports and grant balance worksheets to grant allocations and ERAP tracking worksheet. Perform monthly SCO reconciliations for Special Funds and Federal Funds-ERAP Work with account payable unit to provide information for FI\$Cal posting. Prepare Federal Financial Report (SF425) for ERAP. Prepare the annual Year-End financial statements for the Federal Trust Fund and Special Funds as required by the State Administrative Manual and Control Agencies. Assist with the annual preparation of the adjustment reports utilizing Generally Accepted Accounting Principles (GAAP)
- 15% Act as a liaison and respond to questions from program staff and control agencies, including various Federal Agencies, Department of Finance (DOF), SCO, State Treasurer's Office and the California State Auditor. Provide direction and assistance in the analysis and research of the Federal Fund appropriations/Emergency Rental Assistance Program to resolve technical accounting and reporting issues. Identify, analyze and recommend solutions for breaches in policies and procedures. Take corrective action as appropriate. Work closely with Accounting Office Staff and provide necessary support; back up and cross training as required.

% of Time **Marginal Functions:**
 5% Other job-related duties

Special Requirements: (Define all that apply)

Travel: Up to 5% statewide travel may be required.

Supervision Exercised: None

Conflict of Interest (COI): Form 700 reporting required.

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

Administrative Responsibility: The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

Personal Contacts: Incumbents may have considerable contact with the accounting administrators or the Chief Accounting Officer for the department, departmental management, budget section, State Control Agencies.

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies and procedures, as well as federal, state and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____

Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.