

State of California
GOVERNOR'S OFFICE OF EMERGENCY
SERVICES

POSITION DUTY STATEMENT

BU: 1, 4, 9, 10, 11, 12, & 14

EMPLOYEE:	CLASS TITLE: Accounting Officer (Specialist)		HEADQUARTERS: Mather
PROGRAM/UNIT: Finance & Administration/Administrative Services/Accounting/ Travel	POSITION NUMBER: 163-824-4546-008		CBID: R01
TENURE: Permanent	TIME BASE: FT	WORK HOURS:	WORK WEEK GROUP: 2 ☐ ☐ ☐
APPT. EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A		PROBATIONARY PERIOD: ☒ 6 Mos. ☐ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: Yes ☒ No		DMV PULL PROGRAM: Yes ☒ No

The California Governor's Office of Emergency Services Mission is to protect lives and property, build capabilities, and support our communities for a resilient California.

- 1. SUPERVISION RECEIVED:**
The Accounting Officer (Specialist) is under the general supervision of Accounting Administrator I, Supervisor, Travel.
- 2. SUPERVISION EXERCISED:**
None
- 3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):**
The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Overtime is required when needed specifically the months of May, June, July, & August for year-end closing deadlines.
- 4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):**
Direct contacts with the California Governor's Office of Emergency Services (Cal OES) staff, program personnel; State Controller's Office, California Department of Human Resources and other control agencies, and management.
- 5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):**
Improper audit of invoices causes delays in vendors receiving payment and cause a non-compliance with the Prompt Payment Act. Delayed payment on travel reimbursement request and issuance of travel advance could post hardship to the employee.
- 6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:**
When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable):

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

The Travel Unit is responsible for the general accounting process for State Agencies including but not limited the issuance of travel advances, processing of Travel Expense Claims (TEC) manually or through California Automated Travel Expense Reimbursement System (CalATERS) Global, provides travel related training to Cal OES staff.

Under the general supervision of the Travel Unit Accounting Administrator I Supervisor, the Accounting Officer (Specialist) will perform professional accounting duties, to include review, audit, and analyze travel expense claims and serve as a back up to other travel related transactions including but not limited to payment of various Citibank business travel accounts, issuance of travel advances and approval of various travel forms; comply with appropriate funding and maintain accounting records. Provide assistance and respond to staff on various travel questions, including use of Concur and CalATERS accounts. Participates in preparing the Year-End Financial Statements. Attend trainings and workshops and participate in the Agency Travel Trainings.

The incumbent must have knowledge of state and related federal laws, rules, regulations, policies, and procedures. Must have a strong fiscal education and background; exercise good writing skills; follow oral and written directions be responsive to the needs of the public and employee of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, good judgment; work independently and in a team environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Audit and process CalATERS Global Travel Expense Claims (TEC) for accuracy, completeness, and compliance with the State Administrative Manual (SAM), California Department of Human Resources (CalHR), Bargaining Unit Contract and Victim Compensation and Government Claims Board (VCGCB) submitted either through CalATERS Global or manual claim. Communicate effectively with staff any additional information and documents required to process such claims. Respond timely to Cal OES management and staff on inquiries on reimbursement claim status, travel related issues including but not limited to travel rules and regulations, use of CalATERS Global and Concur. Prepare training materials and assists on training Cal OES staff on submission of claim and use of CalATERS Global. Training will require hands-on interaction with employees, understanding and thorough knowledge of the CalATERS Global processes.
25%	Reviews, analyzes and maintains the voucher build error report and accounting records to ensure the accuracy of payment records posted to FI\$Cal. Research and make adjusting entries to FI\$Cal to reflect accurate project and activity combinations related to disaster travel claims which requires knowledge of the departmental coding structure. Managing and clearing the agencies Southwest – Unused Ticket Credits from SAWBIZ and/or UATP accounts, sending monthly notifications to traveler's and applying the unused ticket credits towards future traveler's flights.
20%	Manage the Travel Unit shared inbox and assist program staff with general travel related inquires and redirect the more complex travel issues to the appropriate travel staff.
15%	Prepare accruals for travel related transactions and assist with Year-End process.
Percent of	MARGINAL FUNCTIONS

<i>Time</i>	
5%	Other Job Related Duties: The incumbent will perform other related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☒	☐
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☒	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☒	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☒	☐	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☐	☒	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
FINGERING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☐	☒	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☒	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☐	☐	☐	☒
HANDLING: Documents, manuals.	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Printed Name

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Printed Name

Supervisor's Signature

Date

Civil Service Title