

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Accountant Trainee

POSITION NUMBER:

800-623-4179-XXX

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

Administration/Accounting and Fiscal Systems

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

Acctg Systems & Rptg/Fiscal Systems/County Claims

SUPERVISOR'S NAME:

Vacant

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.

SUPERVISOR'S SIGNATURE

DATE

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

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:

The Accountant Trainee (AT) receives close supervision from an Accounting Administrator I, Supervisor (AA I-Sup). The AT is the entry and training level in the professional accounting series within the County Claims Unit (CCU). The AT will learn to utilize his/her technical knowledge and analytical skills to perform various accounting functions as they relate to the CEC and its automated databases. The AT participates in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and the continued maintenance of FI\$Cal to meet daily operational needs.

A. RESPONSIBILITIES OF POSITION:

- 35% In a training capacity, maintains fiscal integrity in the review and audit process of the CEC and its function to the database for CDSS' program areas. Supports the CCU on fiscal issues of the database to meet the audit needs of the CEC. Assists in testing and, when necessary, requests corrections to the CEC system.
- 20% Works with Lead in auditing county expense claims within the automated database environment. Learns to review, analyze, and solve problems relating to claim expenditures. The AT learns to review and analyze automated financial reports; assists with CCU's procedures to identify and resolve problems; assists with research to provide information requested by management; and answers correspondence inquiries.
- 15% Learns to assist CDSS fiscal staff to develop, implement, maintain, update, and modify CCU's audit policies and procedures for the CEC to ensure all statutory and legal requirements are satisfied.
- 15% Under close supervision, learns to research, analyze, and resolve problems that develop during the audit of the CEC for assigned programs and designated quarters.
- 5% Supports CDSS fiscal staff during on-site fiscal monitoring reviews.
- 5% Under close supervision, assists in close out and year-end allocation adjustments and reconciliations. Assists in preparation of close out claims relating to state and federal year-end close outs.
- 5% Other related duties as required to support the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AT receives close supervision from an AA I-Sup. The AT receives guidance from the AA I-Sup in developing interpersonal skills through contact with program personnel and control agencies regarding fiscal control activities. 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. The AT must keep the AA I-Sup informed on the monitoring of program areas to prohibit overspending.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AT has daily contact with CDSS customers, external customers from other state agencies, and county staff.

E. ACTIONS AND CONSEQUENCES:

The AT must be knowledgeable of federal and state fiscal requirements including the fiscal systems that CDSS administers to ensure accurate payments are completed efficiently and timely. Failure to do so may result in making incorrect or delayed payments to the counties which could jeopardize CDSS' working relationship with the counties and other local clients. This may result in a decline in CDSS' fiscal credibility and compromise the counties' 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.

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME: Vacant	
CLASSIFICATION: Accounting Officer, Specialist	POSITION NUMBER: 800-623-4546-XXX
DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY) Administration/Accounting and Fiscal Systems	BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY) Acctg Systems & Rptg/Fiscal Systems/County Claims
SUPERVISOR'S NAME: Vacant	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:

The Accounting Officer, Specialist (AO-Spec) receives general supervision from an Accounting Administrator I, Supervisor (AA I-Sup). This is the journey level position within the County Claims Unit (CCU) and the AO-Spec will utilize technical knowledge and analytical skills to perform various accounting functions as they relate to the CEC and its automated databases. The AO-Spec participates as a subject matter expert in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and FI\$Cal to fulfill daily operational needs. The AO-Spec may exercise moderate control in the administration of established policies and procedures.

A. RESPONSIBILITIES OF POSITION:

- 30% Maintains fiscal integrity in the review and audit processes of CEC and its function to the database for CDSS' program areas. Identifies fiscal issues of the database to meet the audit needs of CEC. Performs testing and requests necessary corrections to CEC system.
- 25% Audits county expense claims within the automated database environment, as well as reviewing, analyzing, and solving problems related to claim expenditures. Consistently monitors and understands program changes related to the county expense claim via County Fiscal Letters and quarterly CEC to update and develop audit desk procedures for the designated quarter audit process. Identifies and resolves CCU's procedure problems, conducts research to provide information requested by management, and answers correspondence inquiries.
- 20% Reviews, analyzes, resolves, or recommends solutions to problems that develop during the audit of the CEC for assigned programs and designated quarters to all the claims. Performs accounting duties of average difficulty, and reviews and analyzes automated financial reports. May act as Lead and train the Accountant Trainees in the Unit.
- 10% Exercises moderate control in the administration of CCU's audit policies and procedures for the CEC to ensure all statutory and legal requirements are satisfied.
- 5% Performs on-site fiscal monitoring reviews of counties.
- 5% Prepares close out and year-end allocation adjustments and reconciliations. Prepares close out claims relating to state and federal year-end close outs.
- 5% Other related duties as required to support the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AO-Spec receives general supervision from an AA I-Sup. 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. The AO-Spec keeps the AA I-Sup informed on the monitoring of program areas to prohibit overspending.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AO-Spec has daily contact with CDSS customers, external customers from other state agencies, and county staff.

E. ACTIONS AND CONSEQUENCES:

The AO-Spec must be knowledgeable of federal and state fiscal requirements including the fiscal systems that CDSS administers to ensure completed payments are accurate and completed efficiently and timely. Failure to do so may result in making incorrect or delayed payments to the counties which could jeopardize CDSS' working relationship with the counties and other local clients. This may result in a decline in CDSS' fiscal credibility and compromise the counties' ability to operate critical human services programs.

F. OTHER INFORMATION:

Excellent communication and customer service skills, as well as experience in local assistance, cash management, and knowledge of computer applications, including Microsoft Word, Excel, and Access, is desirable.

Lila Gutierrez