Employee Name:

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA

JOB CLASSIFICATION: ACCOUNTANT I (SPECIALIST)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Under direct supervision, to perform the more difficult semi-professional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements); and, to do other related work.

30% Assigned to either the Accounting or the Trust Office in the Financial Service Department, duties include: posting journal and ledger entries, takes trial balances, audits, claims and performs preliminary reconciliations and adjustments of financial records and reports; gathers data for a variant of financial reports requiring the applications of accounting principles and judgment; compiles the less difficult financial reports; complies and analyzes workload and other budget data; reviews deposit receipts; prepares remittance and remittance advise to the State Controller's Office; maintains follow-up and collection of dishonored checks; prepares and /or reviews invoices for contracts, interagency agreements, and billing by the department; issues invoices to departmental employees for overpayment or misuse of departmental equipment or resources; process accounts receivable and prepare collection letters; process vendor/contractor payments; performs CALSTARS check writing and record entry; participates in payroll distribution.

30% Assists in maintaining departmental office procedure manual; reviews daily error file for corrections; reviews document files to verify balances and oversees correction adjustments as needed. Complies with separation of duty requirements; takes initiative to communicate with supervisors and co-workers to ensure smooth flow of work, proper documentation when needed and follow through on problem resolution. Develops and maintains effective working relationships with employees, control agencies and other State and Federal agencies.

25% Set up and maintain files and reports; answer, as well as generate telephone calls and prepares correspondence. Assists staff and or patients with inquiries about Trust Account balances, disbursements, and deposits. Responds to phone inquiries from staff, patients and outside sources; contacts other departments, federal and state

agencies regarding deposit/payment information.

10% Acts as a lead person to assist employees with any questions regarding areas of responsibility. Assist in instruction on all changes in rules, regulations, etc., which effects hospital/office procedures. Assist the Accounting Officer, Supervisor in coordinating various functions of the Trust Office and the Accounting Office.

5% Perform special duties and rotation coverage for Accountant I positions assigned to both Accounting and Trust Offices during vacations/absences and as needed for special assignments.

0% **SITE SPECIFIC DUTIES**
None.

0% **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

☐ The Accountant I (Specialist) performs under the direct supervision of the Accounting Officer (Supervisor) and the Senior Accounting Officer (Supervisor).

☐ The Accountant I (Specialist) performs under the direct supervision of the Patient Benefit and Insurance Officer III.

3. SUPERVISION EXERCISED

The Accountant I (Specialist) does not exercise supervision, but may have lead responsibilities.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
Principles and practices of financial record keeping; basic principles of accounting; office methods, procedures, and equipment; governmental accounting principles and procedures.

ABILITY TO:
Apply rules and regulations to specific cases; operate common office appliances used in financial record-keeping work; analyze and draw logical conclusions; and, dictate correspondence.

5. REQUIRED COMPETENCIES

SAFETY
Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including

infection control.

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES
None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)
None.

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- report to work on time and follow procedures for reporting absences;
- maintain a professional appearance;
- appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature	Print Name	Date
	Risha Martin	2/9/22
Supervisor Signature	Print Name	Date
Reviewing Supervisor Signature	Print Name	Date