

Department of Financial Protection and Innovation

Position Duty Statement

DFPI HRO 203 (Rev. 07-2021)

NAME Vacant	EFFECTIVE DATE TBD
CLASSIFICATION TITLE Accounting Officer (Specialist)	POSITION NUMBER 410-112-4546-xxx
WORKING TITLE Accountant Officer (Specialist)	DIVISION/OFFICE/UNIT/SECTION FMO/Accounting/Accounts Receivable
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Sacramento Office

General Statement: Under general supervision from the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) performs professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities, such as maintain accounting records for funds administered by the department; prepare, review, and analyze financial reports, statements, accounts and records; maintain the General Ledgers; reconcile the General Ledger to SCO. Duties include but are not limited to the following:

A. Essential Functions

45% The incumbent invoices examinations performed by DFPI examiners, reimbursements for training, extra-examinations, and contracts, and sets up the accounts receivables in the Financial Information System of California (FI\$Cal). Responsible for collecting all accounts receivable which includes working with program staff to submit delinquent invoices to a surety bond company and collecting aged accounts receivables by using the Franchise Tax Board SWIFT system. Sends out DFPI delinquent letters (30, 60 and 90-day) for all aged accounts receivables for the collection of funds; and if uncollectible, will proceed to write them off according to State Administrative Manual (SAM).

The incumbent maintains accounting records for the revenue billed and received by all the department’s funds, prepares and reviews accounts and records, maintains accurate tracking using excel log sheets for a variety of accounting documents, and sends monthly Aging report to program managers.

Processes the assessment invoices to successfully generate, print, and mail thousands of assessments each year for various programs. Ensures payments are posted properly to the correct assessment or invoice and answers questions from program and the public regarding payment. Verifies program staff are revoking licenses for assessments not paid timely.

- 25%** The incumbent is responsible to review and analyze the monthly Payroll Accounts Receivable reports and reconcile with Human Resources and State's Controllers Office. Maintains, creates, or edits customer's information in FI\$Cal, sets up and maintains payroll accounts receivables in the AR module and reclassifies the State Controller's journal entries for the employee benefits portion in the General Ledger in FI\$Cal. This will include coding and posting to FI\$Cal according to the Employee Master Table. The incumbent also processes all aspects of dishonored checks, which include buy-back and SCO voucher requests, billing, collection, and establishing the dishonored check receivables in FI\$cal.
- 15%** The incumbent reviews and posts Accounts receivable year-end A-Entries and Advanced collections; assist with the reconciliation of the SCO Accounts Receivable workbook.
- 10%** Reconciles the Zero Balance Account and U.S. Bank daily reports for NMLS, FINRA, First Data, EDF, and Docqnet payments. Provides back-up support to other accounts receivable staff to ensure the needs of the unit are met.

Marginal Functions

- 5%** Works on special projects such as writing procedures for the Accounts Receivable and/or other special projects as needed by management. The incumbent may be cross trained in General Ledger and other areas in accounting. Perform other duties as required.

B. Supervision Received

The incumbent works under general supervision of the Accounting Administrator I (Supervisor) of the Accounts Receivable Unit.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

Incumbent may have on-going contacts with program managers, employees, control agencies, departmental applicants and/or licensees, and members of the public.

F. Actions and Consequences

Accuracy is necessary to bill and maintain records. Failure to perform these duties accurately and timely in accordance with laws, rules, policies, and procedures may result in incorrect and/or incomplete revenue postings in FI\$Cal and may affect licensees directly. Failure to collect outstanding accounts receivables results in loss of state funds.

G. Functional Requirements

Daily use of a personal computer, telephones, and calculator at workstation. This position is considered essential and requires in-office work.

H. Other Information

The incumbent must have excellent customer service skills and knowledge of computer applications, including Microsoft Word, Excel, Access, and Outlook. The incumbent needs to be a team player, accurate, organized, dependable, flexible, and adaptable to frequent workload changes based on organizational workload priorities.

CONFLICT OF INTEREST

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature Date

Employee’s Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature Date

Supervisor’s Printed Name, Classification