



Duty Statement

Request for Personnel Action (RPA) Number 2223-01337	Effective Date
Classification Title Accountant I (Specialist)	Position Number 564-553-4177-011
Working Title Accountant I (Specialist)-Accounts Payable/Fiscal Controls	Bureau and Section Financial Management Bureau/Accounting Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under direct supervision of the Administrator I, the Accountant I (Specialist), performs semi-professional accounting work in the Accounting Section. The Accountant I (Specialist) performs a variety of duties such as researching, analyzing, monitoring, establishing, and maintaining of account and financial records. Maintains working relationships with Franchise Tax Board (FTB) personnel, vendors, contractors, and state control agencies to facilitate the Accounts Payable and Fiscal Controls process needed by internal management and other departments.

Essential Functions

Percentage	Description
50%	Performs the analysis and verification of accounts, records, and financial reports to determine all statutory and legal requirements have been satisfied. Reviews, prepares, and creates invoices for payment such as the telecommunications billings, erroneous bank charges, training purchase orders, non-resident lien fees, and FIRM. Researches and analyzes expenditures and performs necessary actions to reconcile accounts. Schedules invoices for payment.
20%	Processes automated claim schedules to the State Controllers Office (SCO). Assembles, posts manual refunds and uploads refunds to the Departments AR Systems and Automated Accounting Systems. Processes Offsets claims to SCO. Adds refund and warrant number information on-line to the Departments AR Systems to ensure accuracy of accounts. Analyses and prepares incoming documentation by reviewing requests and accounts to ensure proper authorizations and account accuracy.
20%	Maintains open lines of communication with vendors, internal and external business areas. Initiates correspondence on billing problems and follows up. Assists in preparation and review of annual estimated accruals for inclusion of year-end financial statements.

Marginal Functions

Percentage	Description
5%	Rearranges the vouchers daily in the approver bins by priority order. Informs the approvers of urgent approval requests. Back-up Training desk to process pre-payment bills through revolving fund and reconcile petty cash.
5%	Assists with making copies of desk procedures, attending meetings and administrative activities as required. Assembles and files documents to ensure data retention and availability of source documents for audit purpose.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)

Signature

Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)

Signature

Date