GENERAL STATEMENT
Under the general direction of the Fiscal Unit Manager, the Senior Accounting Officer (Specialist) is responsible for maintaining accounting records for the California Infrastructure and Economic Development Bank Fund (CIEDB Fund), the California Infrastructure Guarantee Trust Fund (Guarantee Trust Fund), the California Small Business Expansion Fund (Expansion Fund) and the Climate Catalyst Revolving Loan Fund, as well as other related accounting duties. IBank undergoes an external annual audit and issues a comprehensive annual financial report.

As a valued member of the California Infrastructure and Economic Development Bank (IBank) team, each employee is expected to report to work regularly and on time; work cooperatively with team members and others; and treat others fairly, honestly, and with respect. Each employee is expected to achieve the highest-possible standards for performance and quality of work products, including clarity, coherence, and consistency in articulating an overall vision and direction for the program responsibilities and duties. In addition, produce the highest-possible quality written documents to ensure maximum effectiveness in communications. Essential aspects of quality written documents include, but are not limited to, compliance with IBank’s writing style and universally-recognized rules of grammar, punctuation, and spelling, as well as parallel construction of sentences, paragraphs, and documents; precision and accuracy in presentation of data, statistics, and conclusions; consistency in use of concept descriptions and preferred terminology as set forth in base documents for programs and projects; consistency and logic in formatting and headings; accuracy and consistency in details, such as names, abbreviations, dates, and numbers.

The incumbent’s duties include, but are not limited to the following:

ESSENTIAL FUNCTIONS

| 45% | Independently perform complex accounting duties that require an understanding of the entire accounting cycle for all IBank funds as needed. Analyze, post, and reconcile all transactions and generate reports and financial statements from the QuickBooks accounting operating system for management’s review. Coordinate accounting functions |
with Department of General Services - Contracted Fiscal Services (CFS) for reports, information sharing, and problem solving. Coordinate completion of year-end activities and reports with GO-Biz Administrative Business Services, CFS, and IBank external auditors. Reconcile accounting information contained in various accounting reports on a monthly, quarterly, and annual basis from the QuickBooks, CFS (FISCal, STO, SCO), and loan servicing software. Monitor the transfer of IBank funds to and from trustees to ensure compliance with the investment policy and instructions from IBank. Responsible for monitoring, processing, and reconciling IBank funds’ day-to-day transactions. Prepare certificates for the trustee to request transfer of funds between accounts or disbursement of funds in accordance with all necessary requirements. Make recommendations to correct any problems or errors.

25% Maintain loan accounting records in the respective system. Responsible for accounting transactions and records in QuickBooks, including reconciling data and preparing financial statements. Prepare quarterly and ad hoc fiscal reports for management. Input data into loan servicing software, generate loan accounting reports such as the trial balance, loan payment history, forecast reports, and other custom reports for IBank use. Perform other loan servicing software functions, as needed. Prepare and send loan payment invoices and loan payment histories to borrowers. Work in conjunction with IBank staff to prepare and review loan amortization schedules. Identify any system or information errors in the loan servicing software and alert management of any issues. Make recommendations to correct any problems or errors. Maintain stand-alone reports and data that tie into the audit function including Loan Roll, Origination Amortization Fee Schedule, Loan Payment Schedule, and Loan Accruals.

15% Reconcile on a monthly and quarterly basis cash, cash equivalent, and investments held with the State at the STO and outside the State with the trustees.

10% Review loan disbursement requests for accuracy and record transactions in QuickBooks and loan servicing software. Reconcile on a monthly basis interest on undisbursed funds and either send interest income to the borrower once all funds have been disbursed or annually in August.

5% Serve as a liaison with IBank’s external auditor. Analyze and maintain accounting controls. Draft accounting procedures. Other accounting and fiscal related projects as requested.

SUPERVISION EXERCISED
The Senior Accounting Officer (Specialist) will not provide direct supervision. The incumbent is expected to exercise individual initiative, utilize goal setting, possess a strong work ethic, be organized and meet deadlines.

SUPERVISION RECEIVED
The Senior Accounting Officer (Specialist) will work under the supervision of the Fiscal Unit Manager. The incumbent is expected to exercise individual initiative, utilize goal setting, possess a strong work ethic, be organized and meet deadlines.

PUBLIC AND INTERNAL CONTACTS
The incumbent has frequent contact with other IBank staff, DGS, and other State departments, ISRF Program borrowers, external auditors, the IBank Board, financial development corporations in the SBLGP and others.

INITIATIVE AND INDEPENDENCE OF ACTION
This position requires a high degree of administrative, technical and management capability over
extremely sensitive financial assistance transactions and matters. The incumbent is relied upon to
develop and ensure the completion of assignments, and delegate work in complex situations without
direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure
completion of work is required. This position also requires a high level of problem-solving, technical
skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

CONSEQUENCE OF ERROR
Delays, mistakes, or errors in judgment can lead to inaccurate financial information and reports, and
loss of credibility.

CERTIFICATION
This duty statement fairly represents actual responsibilities, duties performed, and reporting
relationship of the position. If any aspect of this statement is substantially changed, a new statement
will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without
reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring
supervisor. If you are unsure whether you require reasonable accommodation, please inform your
supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

Senior Accounting Officer (Specialist)
California Infrastructure and Economic Development Bank

Employee’s Printed Name:

Supervisor’s Signature:

Fiscal Unit Manager
California Infrastructure and Economic Development Bank

Supervisor’s Printed Name: