

DUTY STATEMENT

Proposed

ORGANIZATION (DIVISION/REGION/BOARD) Division of Administrative Services	UNIT Tanks	POSITION # 880-600-4567-055	DATE January 2023
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NAME OF EMPLOYEE (IF APPLICABLE)
Vacant

CURRENT CLASSIFICATION Senior Accounting Officer (Specialist)	PROPOSED CLASSIFICATION (IF APPLICABLE)
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NAME OF SUPERVISOR
Jennifer Russo

CURRENT CLASSIFICATION OF SUPERVISOR Accounting Administrator I, Supervisor	REVIEWED AND APPROVED BY SIGNATURE
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SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE

DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.

% OF TIME	DUTIES
40%	<p>Under the general direction of an Accounting Administrator I (Supervisor) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. The incumbent independently performs the more difficult professional accounting duties at the second journey level. Specific responsibilities include:</p> <p>Act as the primary contact for the Underground Storage Tank Program. Identify problem disbursement requests and research State Cleanup Fund Improved Information System (SCUFIIS) and FI\$Cal as needed to document issues and recommend solutions. Consult Accounting Managers, Program managers, and Budget section regarding the more difficult problems concerning payment of various types of Tank claims, contracts, and purchase orders. Independently review terms of the Underground Storage Tank Program agreements and complete the Approval Checklist to ensure costs are allowable and appropriate. Audit, post to the general ledger, and schedule disbursement requests for payment. Analyze and reconcile reimbursement requests and answer complex inquiries from claimants and vendors, control agencies, Franchise Tax Board, and the Internal Revenue Service. Train lower-level accounting staff to process reimbursement requests, letters of commitment (LOCs), programmatic budget change requests (BCRs), research SCUFIIS and prepare FI\$Cal transactions to post to the appropriate general ledgers. Review quality of work processed by lower-level accounting staff to maintain effective control, accountability, and timeliness. Prepare monthly reconciliations, quarterly encumbrance reconciliation, and reportable payments reconciliation to ensure accurate issuance of 1099s. Work independently with program managers with sensitive and complex questions including multi-fund issues, time extensions, reverting appropriations, cash transfer letters, reportable payments, penalty payments, and year-end accruals.</p>

30%	Analyze new programs and existing programs, develop, and implement best approach for handling new processes and prepare new procedures. Review statutes, regulations, State Administrative Manual (SAM), contract manual, government code and State Controller's Office (SCO) claim schedule/voucher procedures as needed to ensure proper disbursements. Ensure that all necessary documentation has been received for the establishment of encumbrances, liquidation of encumbrances and the processing of Vendor payments. Independently identify problem payment requests and research CaleProcure, California Technology Agency Billing System (CalTABS), Office of Fiscal Services (OFS), SOS-Kepler, SCOPROD and Fi\$Cal as needed to recommend solutions. Audit, analyze, and prepare payment for various invoices including Internal & External Contracts, Purchase orders, Purchase Estimates, Master Services Agreements, Interagency Agreements, Service Orders, General Services Transfers, and other miscellaneous payments. Assist lower-level accounting staff with the more complex Vendor payment discrepancies and disputes. Independently prepare corrections and adjusting entries to the proper general ledger accounts and system records as necessary. Provide cooperative backup for Tanks Payments Unit Supervisor.
10%	Assist with the analysis and development of internal control procedures by making recommendations in order to safeguard assets. Assist with the development of the administrative manual for state board and regional board payment processes. Assist with development and maintenance of desk procedures, workload standards, and performance measures. Assist manager with performance evaluations of lower-level staff.
10%	Provide cooperative backup for Travel/Payments/Support Unit (TPS), Contract Payments Unit (CPU), Loans/Grants Unit (LGU) and Revenue/Payroll Units (RPU). Assist with processing travel/payments, loans/grants payments, posting accounts receivables into Financial Management System (FMS); and office support functions including answering phones, distributing mail, printing forms, and typing checks. Assemble proof and review claim schedules/vouchers. Prepare and process Report of Collection and Deposit Slips for State Board receipts utilizing CashPro and Electronic Document Format (EDF).
5%	Reconcile the Fi\$Cal daily system batch logs. Work independently with Accounting staff to resolve reconciling items and maintain adequate internal controls. Review Fi\$Cal Edit Activity Report listing for input errors. Analyze, and research original input documents, and prepare necessary entries to correct transaction records. Consult with Fi\$Cal Systems Analyst as necessary to resolve correction issues. Assist Contract staff with the resolution of more difficult input issues.
5%	Other analyses and projects related to the Accounting Branch functions as required. Other duties as required. Overtime during peak periods, such as yearend, may be required.
Employee Signature: _____ Date Signed: _____	