

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Administrative Services	UNIT Accounting	POSITION # 880-600-4179-055 880-600-4179-XXX	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Accountant Trainee		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Renu Lata			
CURRENT CLASSIFICATION OF SUPERVISOR Accounting Administrator I, Supervisor		REVIEWED AND APPROVED BY SIGNATURE	
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		
35%	<p>Under the close supervision 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. Specific responsibilities include:</p> <p>Perform daily, weekly, and monthly fund, agency, and cash reconciliation of FI\$Cal and Loans and Grants Tracking System (LGTS) reports to the State Controller's Office (SCO) records for less complex SRF (State Revolving Fund) funds. Reconcile all general ledger accounts for shared and non-shared funds to SCO's records on a monthly basis. Analyze, prepare, and post all SCO journal entries to the proper general ledgers within FI\$Cal. Analyze reconciling items and share results with Supervisor and Unit lead; propose possible correcting entries, and post after obtaining approval. Assist with preparation of the monthly PFA (Plan of Financial Adjustment) letter to transfer costs from the clearing account to the appropriate ultimate fund. Assist with preparation of monthly management status reports. Prepare the monthly reconciliation of SCO budget postings to FI\$Cal records. Assist with preparation of the required year-end financial statements.</p>		
35%	<p>Analyze and post various types of loan repayments in FI\$Cal and LGTS including principal, interest, administrative fees, and grant fees for restricted (pledged) and non-restricted assets including construction period interest (CPI), recognition of local match interest, and deferred revenue. Process federal cash draws for loan disbursements using the Federal Grant System, Automated Standard Application for Payments (ASAP) by correctly posting to the proper available SRF federal grant. Analyze, calculate, and prepare cash transfer letters for SCO necessary for cash draws. Analyze and report the impact of weekly cash remittances on fund balances.</p>		

10%	Provide cooperative backup for Revenue/Payroll, Loans/Grants, and Travel/Payments units. Assist with processing travel claims, loans/grants payments, posting accounts receivables, and office support functions including answering phones, distributing mail, printing forms, and typing checks. Assemble, proof, and review vouchers.
5%	Prepare and process Reports of Collection and Deposit Slips for State board Receipts. Ensure that all information needed to identify the appropriate revenue, program, and fund source and be identified; prepare electronic deposit slip. Contact the Bank and/or State Treasurer to resolve the more routine deposit issues. Deliver deposits to the Bank, if needed.
5%	Provide cooperative back up for General Ledger Unit and Bond Team; posts journal entries, reconciles appropriations, assists with preparing management reports.
5%	Review FI\$Cal Edit Activity report listing for input errors. Analyze and research original input documents. Prepare necessary entries to correct transaction records. Consult with FI\$Cal Systems Analyst as necessary to resolve correction issues.
5%	Other analyses and projects related to the Accounting Branch functions as required. Other duties as required. Overtime during peak periods, such as year-end, may be required.
Employee Signature: _____ Date Signed: _____	