

DUTY STATEMENT

Proposed

ORGANIZATION (DIVISION/REGION/BOARD) Administrative Services	UNIT Accounting	POSITION # 880-600-4567-XXX	DATE 01/09/2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Accounting Officer, Specialist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Phoebe Khan			
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 general direction of the 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>Independently work with Revenue/Payroll Unit staff to resolve the more difficult problems concerning the timely and accurate processing of billings, receipts, collections, Escheats, Unclaimed Property, Uncleared Collections and refund functions. Coordinates of the establishment and maintenance of accounts receivable for multiple programs and funds including Stormwater, Annual fee, Drinking Water, Environmental Laboratory Accreditation Program (ELAP), Devices, Administrative Civil Liabilities, settlements, fines & penalties, revolving loans, abatements, Site Cleanup Program (SCP), and other cost recovery programs. Trains lower-level accounting staff to process billings, receipts, collections, Escheats and refunds. Monitors and reviews the quality of posting documents prepared by lower-level staff for entry into various databases/Systems. Works independently with Revenue/Payroll staff to resolve the more difficult and complex problems concerning billing, receipts, collection, Escheats, Unclaimed Property, and refund functions. Consults as needed with various revenue programs and coordinates preparation of year-end accrual postings.</p>		
30%	<p>Coordinates revenue postings to the main accounting system FI\$Cal. Audits and processes the more complex receivable payments and refunds for Administrative Civil Liabilities, settlements, fines & penalties and revolving loans. Works closely with Drinking Water Program to reconcile balances, confirms adjustment requests and overpayment refund requests. Reviews settlement documents to determine special handling of receipts and validates data in California Integrated Water Quality System (CIWQS), Stormwater Multiple Application and Report Tracking System (SMARTS), and Electronic Water Rights Information System (eWRIMS) as needed. Ensures that all necessary documentation has been received for establishment of proper receipts</p>		

	<p>accounts and records. Prepares monthly Reconciliation for Unclaimed Property, Escheats, Uncleared Refunds, Contingent Liabilities, Payroll Accounts Receivable (PAR), and other reconciliations as needed; ensures needed adjustments and reconciling items are appropriately handled. Independently responds to questions from dischargers, auditors, federal agencies, local agencies, other state agencies, and control agencies regarding receipt records and receivable accounts. Monitors regional board collections to ensure proper compliance with state administrative procedures to keep field offices consistent in their revenue accounting practice. Coordinates the tracking of aged receivables and preparation of collection letters, Franchise Offsets, and Board of Control claim schedules. Consults with the Fee Unit to ensure timely collection and write-off of aged receivables.</p>
10%	<p>Uses a broader understanding of the accounting operation and related information systems CIWQS, SMARTS, eWRIMS, ELAP, Devices, SCP and Cost Recovery to assist troubleshoot, identify, and resolve database issues to ensure accurate reporting of revenue activity in FI\$Cal. Reviews, tracks and ensures FI\$Cal reports (Month End Close, State Controller's Office (SCO) Denials, Outstanding Deposits, AR Items, etc.) are handled appropriately. Design new forms, activity reports, and other types of tracking reports. Review State Administrative manual, statutes, regulations, and revenue program policy guidelines for various programs and funds to develop recommendations for revenue processes and procedures as needed. Serve as a member of System project team to centralize accounts receivable processes by modifying and migrating existing programs to Financial Management System (FMS) subsidiary system modules. Assist with Revenue Unit testing of FMS modules and other accounts receivable databases.</p>
10%	<p>Provide cooperative backup for the Revenue/Payroll Unit Supervisor and the other Revenue/Payroll Unit Senior Accounting Officer. Assist with coordination of payroll services as needed. Review and approve bank deposits, revolving fund, and refund checks. Review of reconciliation reports. Coordinate recovery of Jury Duty and Subpoenaed Witness Fees collections from State and Regional Board employees.</p>
5%	<p>Review and analyze FI\$Cal Reports for input errors, determine required corrections and execute. Work independently with accounting staff to resolve reconciling items and maintain adequate internal controls. Consult with FI\$Cal Systems Analyst as necessary to resolve correction issues. Assist General ledger staff with the resolution of more difficult input issues.</p>
5%	<p>Assists with systematic review and implementation of internal control procedures for Revenue/Payroll Unit by making recommendations in order to safeguard assets. Assist with review of operations by making recommendations to create greater process efficiencies and improve quality. Assists with the development and maintenance of desk procedures, workload standards, and performance measures for receipts, payroll and collection functions. Develop the administrative manual for state board and regional board deposits, collections, and write-offs.</p>
5%	<p>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.</p>

	<p>Employee Signature: _____ Date Signed: _____</p>
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