

# DUTY STATEMENT

**Proposed**

ORGANIZATION (DIVISION/REGION/BOARD) Administrative Services		UNIT Accounting	POSITION # 880-600-4179-xxx	DATE 02/15/2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant				
CURRENT CLASSIFICATION Accountant Trainee			PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Amber Canchola				
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			
30%	<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>Audit, analyze, and prepare for payment various invoices including Internal &amp; External Contracts, Purchase Orders, Purchase Estimates, Master Service agreements, Interagency agreements, Service Orders, General Services Transfers, and other miscellaneous invoices. Assist with reviewing terms of contracts and complete Contract Approval Checklist to ensure costs are allowable and appropriate. Review, analyze, and reconcile invoices and invoice statements to ensure establishment of proper payment in FI\$Cal. Ensure that all necessary documentation has been received for the establishment of proper payment records in FI\$Cal.</p>			
25%	<p>Establish, maintain, and reconcile encumbrance and accrual accounts for Internal &amp; External Contracts, Purchase Orders, Purchase Estimates, Master Service agreements, Interagency Agreements, Service Orders, and General Services Transfers, and other miscellaneous payments. Review FI\$Cal document reports. Review vendor tax forms, post in appropriate general ledger accounts and prepare FI\$Cal input forms to create appropriate Vendor Files.</p>			
20%	<p>Prepare FI\$Cal input forms to post to the appropriate general ledgers, liquidate encumbrances as needed and to create claim schedules/vouchers. Assemble and proof claim schedules/vouchers for issuance of State Controller warrants. Review purchase received documentation, and DGS Small Business Certifications to calculate appropriate penalty payments as needed. Courteously assist with answering routine inquiries regarding multi-funded expenditure allotments, invoice dispute notifications, payment penalties, purchase records, time extensions, reverting appropriations, cash</p>			

	transfer letters, reportable payments, year-end accruals, and accounts from administrative staff, program staff, vendors, contractors, and control agencies.
10%	Provide cooperative backup for Revenue/Payroll, Loans/Grants, Tanks Payments, 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 can 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%	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 yearend, may be required.
	Perform other duties as required.
	Employee Signature: _____ Date Signed: _____