

DUTY STATEMENT

Proposed

ORGANIZATION (DIVISION/REGION/BOARD) Administrative Services		UNIT Accounting	POSITION # 880-600-4179-068	DATE May 22, 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant				
CURRENT CLASSIFICATION Accountant Trainee		PROPOSED CLASSIFICATION (IF APPLICABLE)		
NAME OF SUPERVISOR Mark Kalashian				
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			
	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:			
25%	Performs monthly fund and agency reconciliation of FI\$Cal reports to the State Controller's Office (SCO) records for less complex special revenue funds. Reconciles all general ledger accounts for shared and non-shared funds to SCO's records on a monthly basis. Analyzes, prepares, and posts all SCO journal entries to the proper general ledgers within FI\$Cal. Analyzes reconciling items and shares results with Supervisor and Unit lead; proposes possible correcting entries and posts after obtaining approval. Prepares a monthly Plan of Financial Adjustment (PFA) letter to transfer costs from the clearing account to the appropriate ultimate fund. Assists with preparation of monthly management status reports. Prepares reimbursement invoices. Assists with preparation of reimbursement accruals. Prepares the monthly reconciliation of SCO budget postings to FI\$Cal records. Assists with preparation of the required year-end financial statements.			
25%	Reconcile general cash by fund to the FI\$Cal general ledger account. Prepare the remittance and necessary FI\$Cal entries to record the transaction.			
20%	Audit and process Reports of Collection prepared by Regional Water Boards; routine follow up with Regional Administrative Office when necessary to help ensure that all information needed to identify the appropriate revenue, program, and fund source can be identified; prepare electronic deposit slip. Prepare and process Reports of Collection and Deposit Slips for State Board Receipts. Audit and process various cash receipts documents for multiple programs from Regional Boards and State Board programs including reports of collections, deposit slips, invoice remittances, Administrative Civil Liabilities (ACL's), Notice of Intent (NOI's), Notice of Termination (NOT's), and Form X's. Deliver deposits to the Bank.			

10%

Provide cooperative back up for SRF Unit and Bond Team process; posts journal entries, reconciles appropriations, assists with preparing Management Reports. As a back-up, work with Tanks/Contracts, Revenue/Payroll, and Loans/Grants. Assist with processing contract payments, loans/grants payments; and travel processing.

5%

Reviews the quarterly FI\$Cal reports to ensure that the documents, revenues, and subsidiaries recorded in FI\$Cal are valid and correct. Shares concerns with Lead or Supervisor.

5%

Prepares revenue and expenditure data as requested for Accounting Management; assists in forecasting revenue to be generated by programs and determining the fiscal impact.

5%

Review Activity Report listing for input errors. Analyze, and research original input documents. Prepare necessary entries to correct transaction records. Consult with Systems Analyst as necessary to resolve correction issues.

5%

Other analyses and projects related to the Funds Unit Section functions as required. Other duties as required. Occasional overtime during peak periods, such as year-end, may be required.

Employee Signature: _____ Date Signed: _____