



Duty Statement

Request for Personnel Action (RPA) Number 2223-04124	Effective Date 5/22/2023
Classification Title Accounting Technician	Position Number 564-553-1741-010
Working Title Accounting Technician - Fiscal Controls	Bureau and Section Financial Management Bureau / Accounting Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under general supervision of an Administrator, the Accounting Technician performs semi-professional accounting work in the researching, analyzing, monitoring, establishing and maintaining of accounts and financial records. Maintains working relationships with FTB personnel, vendors, contractors, and state control agencies.

Essential Functions

Percentage	Description
55%	Processes Automated claim schedules to the State Controllers Office. Assembles, and posts manual refunds and uploaded refunds to the Departments AR Systems and Automated Accounting Systems. Processes Offsets claims to the State Controller's Office. Adds refund and warrant number information (MRI) & (MRW) on-line to Departments AR Systems to ensure accuracy of accounts. Analyzes and prepares incoming documentation by reviewing requests and accounts to ensure proper authorizations and account accuracy.
35%	Purchases dishonored checks from the various banks. This involves sorting and reconciling the checks by funds, requesting disbursement to banks, and maintaining inventory records on a personal computer. Assesses dishonored payments on the Taxpayer Information (TI) system and the Business Entity Tax system (BETS) to prevent erroneous refunds on our accounting systems. Applies penalties when appropriate to ensure taxpayer bills are accurate.
5%	File registers and other source documents from our Departments AR Systems to ensure availability of reconciliation source records.

Marginal Functions

Percentage	Description
5%	On an as-needed basis, maintains supplies and provides mail room support duties. Acts as backup to locate payment and/or refund information on-line to ensure payments and refunds are received and posted. Types, assembles, and files documents to ensure data retention and availability of source documents for audit purposes.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)

Signature

Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)

Signature

Date