

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Accountant Trainee

POSITION NUMBER:

800-623-4179-740

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Finance &amp; Accounting/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Acctng &amp; Rptng/Federal Rptng Sec/Federal Rptng Unit

SUPERVISOR'S NAME:

Mark Kapinski

SUPERVISOR'S CLASS:

Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*:

- None  Supervisor  Lead Person  Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System and State and Federal regulations. Record and reconcile all transactions posted to the Department's financial book of record, Financial Information System for California (FI\$Cal). Maintain the fiscal integrity of the FI\$Cal, the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies, as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

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**CONCEPT OF POSITION:**

The Accountant Trainee (AT) receives close supervision from an Accounting Administrator I, Supervisor (AA I-Sup). The AT is the entry and training level in the professional accounting series within the Federal Reporting Unit (FRU). The AT will learn to utilize technical knowledge and analytical skills to perform various accounting functions as they relate to the CEC and its automated databases. The AT participates in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and the continued maintenance of the Financial Information System for California (FI\$Cal) projects to meet daily operational needs. This position is for the California Department of Education transition.

**A. RESPONSIBILITIES OF POSITION:**

- 30% Works with a lead in the monitoring of cash availability to determine federal cash needs and secures cash to meet disbursement schedules. This includes, but is not limited to, checking balances available and transferred to the State Treasurer's Office, State Controller's Office (SCO), and federal payment systems.
- 25% Assists in the analysis of various California State Accounting and Reporting System (CALSTARS) and FI\$Cal accounting reports, CEC and CECRIS system data, state support costs, and contract schedules to support the timely completion and submission of FFRs.
- 20% In a training capacity, prepares the reconciliation of federal grant awards and transfer transactions on the Allotment Expenditure Ledger with SCO accounts, federal Payment Management System accounts, and CALSTARS/FI\$Cal. Establishes and maintains liaisons with customers to resolve problems with program, CALSTARS and FI\$CAL records, or the federal government when needed.
- 10% Under close supervision, monitors and controls various federal grant awards and Letter of Credit authorizations.
- 5% Supports staff in the interpretation of federal financial regulations and reports requirements information to management. Works with a lead to identify changes in the operating programs, which affect accounting operations. Assists in the development and implementation of automated accounting and reporting systems necessary to comply with federal and state reporting requirements, rules, and regulations.
- 5% Under close supervision, communicates with various state agencies and federal personnel on fiscal matters, reporting requirements, and gathering data to federal auditors performing in-depth audits.
- 5% Other duties as needed to provide support within the Accounting and Fiscal Systems Branch.

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B. SUPERVISION RECEIVED:

The AT receives close supervision and guidance from an AA I-Sup. The AT is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA I-Sup on an ongoing basis. The AT must keep the AA I-Sup informed on the monitoring of program areas to prohibit overspending.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AT has daily contact with CDSS customers, external customers from other state agencies, and county staff.

E. ACTIONS AND CONSEQUENCES:

The AT must be knowledgeable of federal and state fiscal requirements including the fiscal systems that CDSS administers to ensure accurate payments are completed efficiently and timely. Failure to do so may result in making incorrect or delayed payments to counties which could jeopardize CDSS' working relationship with counties and other local clients. This may result in a decline in CDSS' fiscal credibility and compromise counties' ability to operate critical human services programs.

F. OTHER INFORMATION:

The AT must have excellent communication and customer service skills, as well as knowledge of computer applications, including Microsoft Word, Excel, and Access.

**State of California - Department of Social Services**  
**DUTY STATEMENT**

EMPLOYEE NAME: VACANT	
CLASSIFICATION: Accounting Officer, Specialist	POSITION NUMBER: 800-623-4546-740
DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY) Finance & Accounting/Accounting and Fiscal Systems	BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY) Acctng & Rptng/Federal Rptng Sect/Federal Rptng Unit
SUPERVISOR'S NAME: Mark Kapinski	SUPERVISOR'S CLASS: Accounting Administrator I, Supervisor

**SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):**

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

**SUPERVISION EXERCISED (Check one):**

- None
- Supervisor
- Lead Person
- Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

None

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

None

**MISSION OF ORGANIZATIONAL UNIT:**

The mission of the Accounting and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System and State and Federal regulations. Record and reconcile all transactions posted to the Department's financial book of record, Financial Information System for California (FI\$Cal). Maintain the fiscal integrity of the FI\$Cal, the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies, as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

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**CONCEPT OF POSITION:**

Under the general supervision of an Accounting Administrator I, Supervisor (AA I-Sup), the Accounting Officer, Specialist (AO-Spec) performs professional accounting duties of average difficulty by organizing, reviewing, and analyzing financial data for one or more programs to prepare Federal Financial Records (FFRs) and federal estimated budget reports. The AO-Spec determines and manages necessary cash flow to support federal draw requests, completes associated reconciliations, and advises management of forecasted expenditures relative to estimated grant awards. Participates in the maintenance of the Financial Information System for California (FI\$Cal). This position is for the California Department of Education transition.

**A. RESPONSIBILITIES OF POSITION:**

- 25% Monitors cash availability to determine federal cash needs and secures cash to meet disbursement schedules. This includes, but is not limited to, checking balances available and transferred to the State Treasurer's Office, State Controller's Office (SCO), and federal payment systems.
- 25% Analyzes various California State Accounting and Reporting System (CALSTARS)/FI\$Cal reports, CEC system data, California Assistance (CA)-800 data, state support costs, and contract schedules to support the timely completion and submission of FFRs' to the federal Food and Nutrition Services and/or federal Administration for Children and Families Division either quarterly, semi-annually, or annually.
- 20% Reconciles the federal grant awards and transfer transactions on the Allotment Expenditure Ledger (AEL) with SCO accounts, federal payment system accounts, and CALSTARS/FI\$Cal. Establishes and maintains liaison relationships with customers to resolve problems with program, CALSTARS/FI\$Cal records, or the federal government when needed.
- 15% Communicates directly with various state agencies and federal personnel on fiscal matters and reporting requirements and provides assistance to federal auditors performing in-depth audits.
- 5% Exercises moderate control of various federal grant awards and Letter of Credit authorizations by performing monthly reconciliation of the AEL to the federal payment systems to ensure accurate CDSS grant allotments and balances of grants.
- 5% Interprets and relates federal financial regulations and reporting requirements information to management. Identifies changes in the operating programs which affect accounting operations.
- 5% Other duties as needed to provide support within the Accounting and Fiscal Systems Branch.

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B. SUPERVISION RECEIVED:

The AO-Spec receives general supervision from an AA I-Sup. The AO-Spec is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA I-Sup on an ongoing basis. The AO-Spec keeps the AA I-Sup informed of the monitoring of program areas to prevent overspending.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AO-Spec has daily contact with CDSS customers, external customers from other state agencies, and county staff.

E. ACTIONS AND CONSEQUENCES:

The AO-Spec must be knowledgeable of federal and state fiscal requirements including the fiscal systems that CDSS administers to ensure completed payments are accurate and completed efficiently and timely. Failure to do so may result in making incorrect or delayed payments to counties which could jeopardize CDSS' working relationship with counties and other local clients. This could result in a decline in CDSS' fiscal credibility and compromise counties' ability to operate critical human services programs.

F. OTHER INFORMATION:

Excellent communication and customer service skills, experience in local assistance, cash management, and knowledge of computer applications, including Microsoft Word, Excel, and Access is desirable.