

**STATE OF CALIFORNIA
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
DUTY STATEMENT**

Employee Name Vacant	Classification Name Senior Accounting Officer (Spec)	Position Number 326-305-4567-002
Division/Unit Administrative Services/Accounting	Date	Prior Pos #(if applicable)

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Accounting Administrator I, Supervisor, the incumbent is responsible for performing a variety of technical accounting functions for the Accounting Office following the State Administrative Manual (SAM), Board of Control rules, Department of Personnel Administration (DPA) rules, Government Code, Bargaining Unit agreements, Internal Revenue Service (IRS) withholding requirements, and the State Controller's Office (SCO) rules and regulations. A comprehensive knowledge of Fi\$Cal is necessary to effectively perform the duties of this position. The incumbent must be able to manage a workload and cope with changing priorities.

Description of Essential Functions:

30% Logs, audits, and processes invoice payments. This includes performing a preliminary audit on purchase order and contract payments, and ensuring invoices are approved by the appropriate program staff and the payments do not exceed contracted amounts. Analyzes, researches, and takes appropriate action to identify and rectify reconciling items relating to payment and encumbrance information. Works with the Business Services Office to resolve discrepancies. Prepares correspondence to vendors and program staff relating to disputed matters and payment status inquiry to ensure payments are accurate and made timely to meet the Prompt Payment Act requirements.

Audits and processes travel expense claims as needed. Serves as liaison for program staff on travel related inquiries. Tracks and processes travel advance requests. Updates departmental travel rules and regulations. Assists departmental staff with submitting travel claims.

25% Validates and schedules invoice payments in compliance with departmental policy, the State Administrative Manual and accounting procedures prescribed by the State Controller's Office. Applying accounting principles and departmental policies to ensure appropriate accounts, funds, and fiscal years are utilized to provide accurate and consistent financial reports. Verifies that the vendor numbers and addresses in Financial Information System for California (Fi\$Cal) are consistent with the purchase documents. Posts payments to the Fi\$Cal accounting system and submits voucher for approval. Issues replacement checks for vendors.

20% Performs month-end close activities which includes resolving voucher errors, ORF reconciliations, and bank statement reconciliations. Generates outstanding queries for payments, accounts receivables, journal entries, etc. and works with other accounting staff to resolve any errors and clear all outstanding transactions. Enters GL journal

entries into FI\$Cal. Creates new Employee ID. Processes zero-dollar deposit for correction and reclassification and apply payment to payroll Accounts Receivable in FI\$Cal. Establishes Accounts Receives into FI\$Cal.

- 10% Processes Office Revolving Fund (ORF) payment which includes salary advances, travel advances and invoice payments (US Bank, Citibank, and various others), printing and distributing ORF Checks. Processes replenishment vouchers for all ORF. Reconciles Citibank transactions for Airline tickets and Enterprise Car Rental against travel expense claims; Processes ORF and warrant stop payments.
- 10% Acts as a liaison between accounting and program staff to provide assistance, answers questions, and coordinates information related to invoice payments. Processes late payment penalties and prepares and submits annual late payment report to DGS. Prepares and submits 1099 Withholding Reports to SCO. This includes reading and interpreting the State Administrative Manual and various other sources of documentation in order to respond to requests for information. On occasion, provides formal training to program staff on contracted payment procedures.

Marginal Functions:

- 5% Opens mail, updates the invoice, travel and contract logs, mails settlement payments, master payroll distribution and warrant releases, travels to the State Controller's Office (SCO) to pick up checks, daily prints SCO journal pages (CPFS) and matches up with travel expense claims and filings. Other tasks assigned.

Desirable Qualifications

- Experience in FI\$Cal (preferably in accounts payable, Accounts Receivable)
- College degree with major in Accounting,
- Knowledge of and ability to apply accounting principles and practices, the State Uniform Accounting system and the financial organization and procedures of the State of California and related laws, rules and regulations.
- Knowledge of and ability to apply the State's accounting processes, governmental accounting and budgeting.
- Ability to communicate effectively both orally and in writing, to prepare clear, comprehensive and concise reports.
- Ability to effectively work and complete assignments in group settings, establish and maintain cooperative working relationships to achieve common goals.
- Excellent organizational skills.
- Proficient computer skills in Microsoft Excel and Word
- Dependability and excellent attendance records.

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job.

- Requires daily use of a personal computer, calculator and related software applications at a workstation.
- Ability to effectively work under stress.
- Requires effectiveness in completing assignments with deadlines and changing priorities.
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting at a workstation for 6.5 to 7 hours per day.

Working Conditions

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job. During year-end, vacations may not be authorized, and overtime may be required.

Supervision Received:

The Accounting Officer (Specialist) receives direct supervision from the Accounting Administrator I and may receive occasional direction from the Chief Fiscal Officer and the Deputy Director of Administration.

Supervision Exercised:

None.

Administrative Responsibility

The Accounting Officer Specialist must have the knowledge and ability to apply accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations. Analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems; establish and maintain cooperative relations with others; and communicate effectively both orally and in writing.

Personal Contacts

The Accounting Officer (Specialist) has daily contact with outside vendors and contractors, departmental management and staff, control agency representatives, and other state agency personnel.

Actions and Consequences

Failure to use good judgment in handling sensitive and confidential information may result in sensitive information being released to unauthorized persons and/or incorrect information used to make financial management decisions.

I have read and understand the duties assigned as described above.

Employee's Signature

Date

Supervisor's Signature

Date