

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: April 2024
Classification: Limited Term Accounting Officer (Specialist)	Position #: 610-820-4546-975
Division/Office: ASD/Accounting	CBID: R01
Section: Grant Disbursement Unit	
Supervisor Name: Selamawit Weldemariam	Supervisor Classification: Accounting Administrator I (Supervisor)

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents my assigned duties.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast-moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require the use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The Grant Disbursement Unit (GDU) processes grant disbursement requests for all state and federal grants within California Environmental Protection Agency (CalEPA) and California Air Resources Board (CARB). GDU ensures that all grant disbursements comply with state and federal policies and regulations. Expenditures are correctly recorded and reconciled in the Financial Information Systems of California system (FI\$Cal), and reporting requirements are met. In addition, GDU collaborates with various grant administration programs within CalEPA and CARB.

CONCEPT OF POSITION:

Under the general supervision of the Accounting Administrator I (Supervisor), the incumbent performs the professional accounting duties of average difficulty in the GDU and assists with performing the maintenance of accounts and financial records for CARB and CalEPA. The essential duties include reviewing grant agreements, disbursement requests, processing grant disbursement vouchers, reconciling grant expenditures, and communicating and resolving grant issues with grant internal and external stakeholders. Process invoices related to purchase orders, contracts, and utilities. Review and approve vouchers. Maintain payment logs. Participate in month-end and year-end activities.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
45%-E	Maintain accounting copies of grant agreements and related documents. Track grant expenditures and perform reconciliation. Process and review less complex grant disbursement requests against grant agreements to ensure compliance with grant terms according to state and federal regulations. Verify grant accounting chart fields and fund availability. Record grant vouchers in FI\$Cal. Communicate with grant program staff to resolve issues and process payments within 45 days per the California Prompt Payment Act (CPPA). Process invoices related to purchase orders (PO), contracts, and utilities. Maintain payment logs.
25%-E	Audit and analyze grant disbursement requests of average difficulty to ensure compliance with the payment provisions of purchase orders (POs), contracts, inter-agency agreements (IAAs), grant agreements, amendments, and revisions according to rules, regulations, other directives, and guidelines from control agencies and the Department policies. Perform complex accounting duties, including independent review and determination of appropriate and accurate records, utilizing the state accounting financial systems to process disbursements. Audit and analyze grant invoices related to grant contracts and as prescribed in established rules by State

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	Controller's Office (SCO), State Administrative Manual (SAM). Prepare/complete the correction notices and remittance advice as appropriate for submission to SCO.
15%-E	Research and resolve grant payment issues. Respond to grant disbursement inquiries from management and internal and external stakeholders. Create adjustment or correction entries as needed. Perform a variety of reconciliations including but not limited to: encumbrance reconciliation, payment log reconciliation.
10%-E	Participate in accounting meetings, providing grant/invoice expenditure status updates and insights. Provide resolutions and recommendations as needed.
5%-M	Assist the GDU unit in performing other accounting duties as needed to support the accounting branch. May perform other duties within the scope of the classification as assigned.