

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Administrative Services Accounting Services Branch GL/Systems/Federal Unit	
Position Number 441-161-4546-706	Location Sacramento	Telework Option Hybrid
Classification Accounting Officer (Specialist)	Working Title Accounting Officer (Specialist)	

General Description

Under general direction from the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) independently performs the more difficult accounting duties which require strong organizational, interpersonal, and analytical skills and understanding of the entire accounting process, such as coordinate implementation of account for the programs/functions; review proposals to change accounting procedures; prepare expenditure analysis reports for management; coordinate completion of year-end reports.

Incumbent must have excellent attendance, punctuality, dependability, and work habits; have experience using Excel, Word, and Outlook; and shows initiative in making work improvements, identifying, and correcting errors, and initiating work activities. This position requires to successfully complete quality work assignments and meets deadlines, as required; and the ability to be flexible and adaptable to frequent workload changes based on organizational priorities and work under pressure for time-sensitive, high priority projects.

Incumbent may have considerable contact with the budget section, departmental program managers, state control agencies, and federal government staff; may act as lead to lower-level accounting staff.

Supervision Received	Under general direction, report directly to the Accounting Administrator I.
Supervision Exercised	None
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of desktop computer and telephones. Frequent face-to-face contact with leadership, management, and staff. Written, verbal, and electronic communications. Mobility to various areas of the department. Extra work hours may be necessary beyond scheduled work hours. Core business hours are 8:00 a.m. to 5:00 p.m.

Job Duties

E = Essential, M = Marginal

40%	E	Establishes, maintains, and reconciles records in the Financial Information System for California (FI\$Cal) and State Controller's Office (SCO). Identifies and research all reconciling items and takes necessary action to clear reconciling items through posting accounting transactions or preparing required journal entries to adjust the SCO records. Tracks Federal Trust Fund (0890) activity by federal grant period, as well as state fiscal year. Verifies contract coding for accuracy to ensure payments are made from the appropriate federal fund appropriation. Verifies invoices coding for accuracy and propriety to ensure terms of the federal grants are met.
35%	E	Coordinates drawdown of federal funds with related program disbursements. Prepares complex federal cash reports. Serves as liaison to Healthcare Workforce Development Division and assists the program in ensuring program expenditures confirm to Federal guidelines. Reviews forms HCAI-194 for accuracy and completeness.
10%	E	Reviews the FI\$Cal monthly expenditure reports prior to fiscal month close for abnormal balances and posting errors. Reviews historical transactions for errors and makes necessary corrections. On a monthly basis, completes the Plan of Financial Adjustment (PFA) drawdown for HCAI. Researches cost allocation reconciling items and takes appropriate action to resolve.
10%	E	Prepares the year-end financial statements for HCAI federal fund. Assists with other yearend functions, as necessary.
5%	M	Participates as needed to complete research and projects related to Accounting Operations activities. Implements new processes and other duties appropriate for the position/classification. This includes assisting with other workloads when priority workload is backlogged such as reimbursement billing, sales tax reconciliation, cash remittance, and civil penalty accounts receivable reconciliation.

Other Expectations

- Recognizes the needs of others and treats others with respect and dignity.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date