

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: September 2025
Classification: Accounting Officer (Specialist)	Position: 673-820-4546-975
Division/Office: Fiscal Services Division /Accounting Branch	CBID: R01
Section: Receipts & Disbursements/Accounts Payable Unit B	
Supervisor Name: Selamawit Weldemariam	Supervisor Classification: Accounting Administrator I (Supervisor)

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

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

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

- ☒ Designated under Conflict-of-Interest Code.
- ☐ Duties performed may require physical pre-employment.
- ☐ 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**: N/A

MISSION OF THE SECTION:

The mission of the Receipts and Disbursements Section, Accounts Payable Unit B (APB), is to manage and process all incoming receipts and outgoing disbursements with accuracy, efficiency, and integrity. This includes ensuring compliance with applicable financial regulations, maintaining transparent records, and supporting the organization's fiscal accountability and operational effectiveness. APB primarily processes various grant payments for various programs within the California Protection Agency (CalEPA) and the California Air Resources Board (CARB).

CONCEPT OF POSITION:

Under the general supervision of the Accounting Administrator I Supervisor, the incumbent performs the more responsible, varied, and complex accounting duties. These duties include reviewing grant agreements, disbursement requests, processing grant disbursement vouchers, reconciling grant expenditures, communicating and resolving grant issues with grant internal and external stakeholders, and processing 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 THE POSITION</u>
35%-E	Maintain accounting copies of grant agreements and related documents. Track grant expenditures. Process and review the more complex grant disbursement requests against grant agreements to ensure compliance with grant terms, according to state and federal regulations. Verify grant accounting chartfields and fund availability. Create 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. Review and approve Fi\$Cal vouchers. Maintain payment logs.
35%-E	Produce monthly grant expenditure reports. Reconcile grant expenditures with grant program staff within CARB and CalEPA. Collaborate with acquisitions to keep grant agreements up to date. Work with budgets on funding issues. Partners with other accounting units to ensure federal project awards are established, federal draws are completed, and grant expenditure transactions and reporting are accurate. Performing necessary accounting tasks as they relate to month-end and year-end close.

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15%-E	Research and resolve grant payment issues. Respond to grant disbursement inquiries from management, as well as internal and external stakeholders. Create adjustment or correction entries as needed. Perform a variety of reconciliations, including but not limited to encumbrance reconciliation and payment log reconciliation.
10%-E	Participate in and represent accounting in grant meetings, providing grant expenditure status updates and insights. Provide resolutions and recommendations as needed. Work on special projects as needed.
5%-M	Assist the accounts payable unit with payment processing. May perform other accounting duties as needed to support the accounting branch. Incumbents in this class may serve as a lead for lower-level accounting personnel.