

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: September 2025
Classification: Accounting Officer (Specialist)	Position: 673-820-4546-712
Division/Office: Fiscal Services Division/Accounting Branch	CBID: R01
Section: Receipt & Disbursement Section/Collections, Cashiering & Payroll Unit (CCPU)	
Supervisor Name: Hannah Zhang	Supervisor Classification: Accounting Administrator I

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 pre-employment physical.
- ☐ 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 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: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: N/A

MISSION OF SECTION: The purpose of the Receipt & Disbursement Section is to perform financial reconciliation, representation to control agencies, support of centralized services for all Boards, Departments, and Offices (BDO's) for reimbursable contracts and procurements, invoice payments, FI\$Cal table maintenance support and financial records management, accounts receivable for the California Air Resources Board (CARB) and the Office of the Secretary, for California Environmental Protection (CalEPA), which includes revenues, reimbursements and abatements, employee payroll and travel, specialized activities include: subvention processing and disbursements, grant disbursements for multiple specialized programs (Carl Moyer, CUPA, AQIP, Prop 1B, etc.), special accounting of specific funds called out by the legislature, such as Global Warming Solutions Act of 2006 (AB 32) activities in the Air Pollution Control Fund (0115), Cost of Implementation Fund (3237), and Greenhouse Gas Reduction Fund (3228), where Cap and Trade resides, administering the Cap and Trade fund for the State of California.

CONCEPT OF POSITION: Under the general supervision of the Accounting Administrator (AA), I (Supervisor), the Accounting Officer (Specialist) will perform professional accounting duties of average difficulty in the Collection, Cashiering, and Payroll section (CCPU), performing duties such as monitoring and collecting monies due to the department. Review revenue information, reviewing all cash receipts received daily. Completes data, prepares reports, and documents. Compiles reports and emails to the appropriate programs. Acting as a liaison with other Boards, Departments, and Offices (BDOs), and Control Agencies representing CARB and CalEPA.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Review and analyze the daily Report of Collections, a listing all the day's cash receipts. Completed Report of Collections will display all information required for each amount collected, (Fi\$cal transaction, fund, appropriate identification, and item description.). Reconcile aged accounts receivables and work with Human Resources to resolve any Discharge of Accountability with State Controller's Office (SCO). Work with General Ledger Section on the reconciling items on the Bank reconciliation to initiate appropriate actions to correct. Post uncleared (unidentified) collections payments to the appropriate programs at the time they will become revenue. Review, analyze, and complete cash reconciliation daily.
35% - E	Identify and correct incorrect entries. Review and analyze the credit card charges and email receipts to vendors and programs daily.

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	Remit deposits to Bank of America-CashPro. Utilize internal database to record all income payments and work with programs to address discrepancies. Input the Report of collections into Fi\$Cal and code deposits on Fi\$Cal.
25% - E	Review expenditure information and process refunds to vendors. Research remittance documents, help resolve discrepancies and make requests for programs if needed. Help maintain logs within the unit for proper audit trail. Process and distribute daily reports to correct divisions. Communicate with program staff for payment-related activities. Within the assigned workload, research and clear the daily FI\$Cal error report.
5% - M	Assist in the preparation of the annual SCO Accounts Receivable Report. Assist other accounting staff when necessary, including but not limited to, reviewing batch input and keying transactions into FI\$Cal. Perform year-end duties. Perform other duties as assigned.