

YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS

DUTY STATEMENT

CLASSIFICATION TITLE Accounting Officer (Specialist)	DIVISION NAME Administrative Services Division
WORKING TITLE Accounting Officer (Specialist)	OFFICE/SECTION/UNIT Departmental Operations Office, Accounting Section
EMPLOYEE NAME VACANT	POSITION NUMBER 333-650-4546-001
You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.	

GENERAL STATEMENT

Under the general supervision of the Accounting Administrator II, Accounting Section Chief, the Accounting Officer (Specialist) is responsible for performing a variety of professional accounting functions for the Department of FISCAL (FI\$Cal). Utilizing the FI\$Cal system and following the State Administrative Manual (SAM) and accounting procedures prescribed by the State Controller's Office, the incumbent will process invoices, validate and schedule payments, maintain invoice files and logs and act as a liaison between accounting and program staff. The incumbent will also assist with month-end and year-end processes, assist with special projects, develop procedures and provide backup to the Accounting Section team members.

SUPERVISION RECEIVED

Reports directly to the Accounting Administrator II, Accounting Section Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
25%	Review/Process Invoices Log, audit and process invoices for payment. This includes performing a preliminary audit of purchase order and contract payments, ensuring invoices are approved by the appropriate program staff and the payments do not exceed contracted amounts. • Work with the appropriate program staff to resolve discrepancies. • Prepare correspondence to vendors and program staff relating to disputed matters to ensure payments are accurate and made timely to meet the Prompt Payment Act requirements.
25%	Utilize FI\$Cal • Validate and schedule invoice payments in compliance with departmental policy, the State Administrative Manual (SAM) and accounting procedures prescribed by the State Controller's Office (SCO). • Apply accounting principles and departmental policies to ensure appropriate account codes, funds, and fiscal years are utilized to provide accurate and consistent financial reports. • Verify that the vendor identification numbers and addresses in FI\$Cal are consistent with the purchase documents. • Post payments to the FI\$Cal accounting system and submit voucher for approval. • Analyze, research and take appropriate action to identify and rectify the reconciliation of items relating to payment and encumbrance information. • Complete the 1099 reporting to meet requirements for vendor reportable income payments and submission to SCO through FI\$Cal by the required deadline.
15%	Maintain files/logs • Maintain scanned copies of purchase documents (purchase orders, contracts, etc.) with the associated invoices and payment information. • Maintain purchase document/payment logs, including encumbrance balances. • Verify encumbrance balances agree from purchase order logs match the open encumbrance in FI\$Cal. • Archive closed documents per the retention policy.

15%	Customer Service • Act as liaison between accounting and program staff to provide assistance, answer questions, and coordinate information related to invoice payments. • Read and interpret the SAM and various other sources of documentation in order to respond to requests for information. • On occasion, provide formal training to program staff on contracted payment procedures.
10%	Processes/Procedures • Assist with month-end and year-end processes including year-end accruals and statements as needed in accordance with the SAM. • Assist with special projects involving research and analysis of policies. • Develop procedures and document work flow. • Initiate/implement business process improvements. • Provide backup to team members. • Retrieve and distribute Accounting mail. • Log and track invoices. • Route invoices to the appropriate unit for payment review, approval, and signature.
5%	Approve Travel Advance Requests and Travel Expense Claims (TECs) from CalATERS • Utilize California Automated Travel Expense Reimbursement System (CalATERS) to review and approve Travel Advance Requests and TECs. • Review, audit, and approve or deny the Travel Advance Requests and TECs in CalATERS according to CalHR and departmental Travel Reimbursements guidelines and policies. • Assist in the processing of Excess Lodging requests.
% OF TIME	MARGINAL FUNCTIONS
5%	• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Knowledge of: 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; principles of business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; 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 in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst AR

Date Revised: 10/24/25