CALIFORNIA PRISON INDUSTRY AUTHORITY

DUTY STATEMENT

1. Institution/Division/Office:	2. Unit/Industry/Enterprise:
Central Office/Fiscal Services Management/Accounting Services	Accounting – Reports & Reconciliation
3. Classification Title:	**4. Proposed Incumbent (if known):**
Accounting Officer (Specialist)	Vacant
5. Current Position Number (Agency-Unit-Class-Serial):	**6. Effective Date:**
063-041-4546-801	

7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under the general supervision of the Accounting Administrator I, Supervisor, this position will perform research and analysis on various accounting functions in the Reports & Reconciliation Unit. Duties and assignments require contact with CALPIA managers and field staff in the resolution of accounting duties.

8. Work Schedule: M-F 8:00am-5:00pm

9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.
	ESSENTIAL FUNCTIONS
50%	Participate on project team and represent CALPIA Reports and Reconciliation (RR) for the development and maintenance of new CALPIA SAGE system. Work with the Fiscal Services Team on the setup and maintenance of Fiscal related programs/modules/general ledger. Assist the team and provide input regarding fiscal related setup, data migration, implementation, and documentation of the new SAGE system and to ensure compliance with RR processes. Assist with the development, maintenance, and implementation of standards, fiscal business processes, procedures, and controls in the new SAGE system. Assist with preparing financial write-ups for management based on analysis of work assignments. Communicate with customers, auditors, CALPIA staff and management, and control agency employees. Using SAGE, provide support and assistance with designing and creating financial queries, maintaining master files and links, financial report templates, spreadsheet links, macros, and Distribution Manager files including the Segment list database. Help maintain General Ledger Master Files, accounts, aliases, macros, journal allocation tables, sources, etc., as required.
20%	Perform monthly reconciliations, including but not limited to the General Ledger, Cash reconciliations, Surplus Money Investment Fund (SMIF), Revolving Fund account, CALPIA Bank Account, Fixed Assets, abatements, et. Analyze and propose corrections. Upon approval, prepare monthly journal entries or coordinate with the appropriate accounting staff to process correcting entries. Process workers' compensation documents, analyze, and post journal entries. Perform tasks required to process, post, and issue sales and used tax.
15%	Provide back-up support to the daily monitoring, identifying, researching and correcting billings for all enterprises. Analyze and prepare the correcting entries and submit for review and approval prior to key into CALPIA's Enterprise Resource Planning (ERP) system. Perform analysis of enterprise financial data including revenue, cost of goods sold, gross margin, and all supporting cost center financial data. Prepare written analysis, proposed corrections, and submit for approval.
10%	Assist in fiscal year-end financial processes including working with external financial auditors for the interim and year-end financial audit and closing the fiscal year. Assist in providing complete analysis for Gross Margin Analysis (GMA), and complex year-end schedules, prepare and post journal entries and detailed analysis based on external auditor requests and checklists, such as year-end vacation accruals and other revenue accruals. Assist in preparing all year-end budgetary-legal, GAAP, and Fund reports. Provide backup support for processing daily Inventory Transfer (IIT) transactions. Review and verify data for accuracy, record documents in the IIT log, and identify discrepancies between IIT inventory purchases and receipts. Work with staff to resolve discrepancies and ensure proper accounting of inventory transactions.
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9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.
5%	**MARGINAL FUNCTIONS** Actively participate in special projects as assigned by management, contributing expertise in accounting and reconciliation as needed. Perform other accounting and analytical tasks as requested by management, ensuring flexibility and responsiveness to organizational needs. Provide backup support to other Reports and Reconciliation staff during their absence or upon request. Assist in the overall functioning of the department by offering support where needed. Complete job related and mandatory training. **ADDITIONAL EXPECTATIONS** Ability to multitask, prioritize effectively, and meet deadlines while maintaining a high level of accuracy in all tasks and assignments. Maintain a working knowledge of financial accounting principles (GAAP), government accounting (GASB), and cost accounting functions. Stay updated on best practices and relevant regulations to ensure compliance and efficient operations. Exhibit strong interpersonal, verbal, and written communication skills, ensuring clear and effective communication. Possess strong organizational skills to manage multiple responsibilities and deadlines simultaneously.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:		
PRINT EMPLOYEE NAME:	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Andrea Slabuu	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: MJL 10/24/2025		