



DUTY STATEMENT

☒ CURRENT

☒ PROPOSED

RPA Number: 23-046	Classification Title: Accounting Officer (Specialist)	Position Number: 835-161-4546-033
Incumbent Name: Vacant	Working Title: Accounting Officer (Specialist)	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	Intermittent Hours Per Month: N/A
Division/Office: AFITS/Fiscal Services	Section/Unit: Accounting/ Travel Desk Unit	Reporting Location: Sacramento
Supervisor's Name: Bao Nguyen	Supervisor's Classification: Accounting Administrator I (Sup)	CBID: R01
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☐ YES ☒ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.



Position Description

Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer will administer the Travel Desk in Accounting, which supports over 800 employees. Analyze, audit, and review in-state and out-state Travel Expense Claims (TECs) for all Represented and Exempt/Excluded staff using the CalATERS Global system for accuracy, compliance, and appropriateness with Government Codes, State Administrative Manual (SAM), CALHR Rules and Department Administrative Manual. Provide customer services to help travelers with travel-related issues; re-class expenditures and take necessary action for the proper funding source and Chart of Accounts. In addition, the position works extensively with SCO to update/delete CALPROFILE, CALACCOUNT, and CALXREF files. This position will also reconcile and pay the Cit Bank Business Travel and Meeting Planners Accounts. This position is also responsible for maintaining Travel Advance and Dues tracking log for individual travelers as well as creating Office Revolving Fund (ORF) checks.

Essential Functions (Including percentage of time):

- 45% Perform audits on all Departmental Travel Expense Claims (TECs) and Travel Advances (TAs). Analyze TEC/TA requests to ensure that all documents are approved by authorized individuals and that requests have complete documentation and do not exceed maximum reimbursements pursuant to SAM, CALHR and individual Bargaining Unit Agreements. Verify computations including mileage and travel routes if applicable. Work with travelers, program managers, and liaisons to resolve discrepancies.
- 20% Maintain individual traveler files as applicable. This includes recording transactions such as payments, advances and transits, and document balances in a tracking log. Also maintain all Fire related travel claims for reporting to programs. In addition, re-class all claim expenditures for proper coding. Regularly verify that file balances in the file agree with FI\$CAL general ledger balance detail for travel advance payment, and that all other subsidiary databases are all in agreement. Follow up 30-60-90 day letters for all outstanding travel advances and pursue payroll offset when necessary per SAM. Work with travelers and other units to process ORF checks and TAs.
- 20% Respond to customer inquiries and research accounting history to resolve the most difficult accounting problems/discrepancies in payments, reimbursement inquiries, and document balances. Work with individual travelers, Labor Relations, Bargaining Unit Representatives, and management to resolve issues and interpretation of travel policies. Respond to public information requests, independent auditors, control agencies, and management, by creating and sharing reports and travel data.
- 10% Review and process Citi Bank Business Travel Account airline bills, car rental invoices, incentive claims and other invoices for payment. This includes analyzing and initiating corrective action for any mis-billings as well as ensure that any resulting credits are applied correctly. Act as a liaison for matters related to AZUMANO/CalTravelStore and regularly assist employees on any changes to the system. This position works extensively with SCO CalATERS for update/delete CALPROFILE, CALACCOUNT and CALXREF files.
- 5% Enroll/participate in training, where necessary (i.e., FI\$Cal, and/or DOF) to broaden knowledge and remain consistent with changes/updates.

Assist with the year-end preparation accruals and other duties if necessary.



Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 19th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:



Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐ YES

☐ NO

Employee Name

Employee Signature

Date