



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-  
BIZ) CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK  
(IBANK)

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Senior Accounting Officer (Specialist)	<b>Unit</b> Fiscal	<b>Name</b>
<b>Working Title</b> Senior Accounting Officer (Specialist)	<b>Position Number</b> 373-105-4567-001	<b>Effective Date</b>

**GENERAL STATEMENT:**

Under the general direction of the Fiscal Unit Manager, the Senior Accounting Officer (Specialist) is responsible for maintaining accounting records for all of the California Infrastructure and Economic Development Bank's funds, such as the California Infrastructure and Economic Development Fund (CIEDB Fund), the California Infrastructure Guarantee Trust Fund (Guarantee Trust Fund), the California Small Business Expansion Fund (Expansion Fund) and the California Climate Catalyst Fund, as well as other related accounting duties. IBank undergoes an external annual audit and issues a comprehensive annual financial report.

As a valued member of the California Infrastructure and Economic Development Bank (IBank) team, each employee is expected to report to work regularly and on time; work cooperatively with team members and others; and treat others fairly, honestly, and with respect. Each employee is expected to achieve the highest-possible standards for performance and quality of work products, including clarity, coherence, and consistency in articulating an overall vision and direction for the program responsibilities and duties. In addition, produce the highest-possible quality written documents to ensure maximum effectiveness in communications. Essential aspects of quality written documents include, but are not limited to, compliance with IBank's writing style and universally-recognized rules of grammar, punctuation, and spelling, as well as parallel construction of sentences, paragraphs, and documents; precision and accuracy in presentation of data, statistics, and conclusions; consistency in use of concept descriptions and preferred terminology as set forth in base documents for programs and projects; consistency and logic in formatting and headings; accuracy and consistency in details, such as names, abbreviations, dates, and numbers.

<b>ESSENTIAL FUNCTIONS:</b>	
<b>45%</b>	<p>Independently perform complex accounting duties that require an understanding of the entire accounting cycle for various IBank State and Federal funds as needed. Analyze, post, and reconcile all transactions and generate reports and financial statements from the QuickBooks accounting operating system for management's review. Coordinate accounting functions with the Department of General Services (DGS) - Contracted Fiscal Services (CFS) for reports, information sharing, and problem solving.</p> <p>Coordinate completion of year-end activities and reports with GO-Biz Administrative Business Services, CFS, and IBank external auditors. Reconcile accounting information contained in various accounting reports on a monthly, quarterly, and annual basis from QuickBooks, CFS [FI\$Cal, State Treasurer's Office (STO), State Controller's Office (SCO)], and loan servicing software. Process invoices, payments, and expenditure verifications. Monitor the transfer of Small Business Finance Center (SBFC) funds by the trustee to ensure compliance with the investment policy and instructions from IBank. Responsible for monitoring, processing, and reconciling IBank fund's day-to-day transactions. Prepare certificates for the trustee to request transfer of funds between accounts or disbursement of funds in accordance with all the necessary requirements. Make recommendations to correct any problems or errors.</p>
<b>25%</b>	<p>Maintain loan accounting records in the respective system. Responsible for accounting transactions and records in QuickBooks, including reconciling data and preparing financial statements. Prepare quarterly and ad hoc fiscal reports for management. Generate loan accounting reports such as the trial balance, loan payment history, forecast reports, and other custom reports for IBank use. Perform other functions of the loan servicing system as needed. Prepare and send loan payment invoices and loan payment histories to borrowers. Work in conjunction with IBank staff to prepare and review loan amortization schedules. Identify any system or information errors in the loan servicing system and alert management of any issues. Make recommendations to correct any problems or errors. Work with the loan servicing software vendor to incorporate updates and system upgrades. Maintain stand-alone reports and data that tie into the audit function including Loan Roll, Origination Amortization Fee Schedule, Loan Payment Schedule, and Loan Accruals.</p>
<b>15%</b>	<p>Reconcile on a monthly and quarterly basis cash, cash equivalent, and investments held with the State at the STO and outside the State with the trustees.</p>
<b>10%</b>	<p>Review loan disbursement requests for accuracy, record transactions in QuickBooks, and generate reports in the loan servicing system. Reconcile on a monthly basis interest on undisbursed funds and send interest income to the borrower once all funds have been disbursed or annually in August.</p>
<b>5%</b>	<p>Serve as a liaison with IBank's external auditor. Analyze and maintain accounting controls. Draft accounting procedures. Other accounting and fiscal related projects as requested.</p>

<b>SUPERVISION EXERCISED</b>
None. The Senior Accounting Officer (Specialist) will not supervise staff.

<b>SUPERVISION RECEIVED</b>
The Senior Accounting Officer (Specialist) will work under the direction of the Fiscal Unit Manager. The incumbent is expected to exercise individual initiative, utilize goal setting, possess a strong work ethic, be organized, and meet deadlines.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent has frequent contact with other IBank staff, DGS, and other State departments, Infrastructure State Revolving Fund (ISRF) Program borrowers, external auditors, the IBank Board, financial development corporations (FDCs) in the Small Business Loan Guarantee Program (SBLGP), and others.

**INITIATIVE AND INDEPENDENCE OF ACTION**

This position requires a high degree of administrative, technical, and management capability over extremely sensitive financial assistance transactions and matters. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in complex situations without direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

**CONSEQUENCE OF ERROR**

Significant error, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California. Delays, mistakes, or errors in judgment can lead to inaccurate financial information and reports, and loss of credibility.

**CERTIFICATION**

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**EMPLOYEE'S ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

<b>Employee Name (Printed)</b>	<b>Employee Signature</b>	<b>Date</b>
<i>Senior Accounting Officer (Specialist)</i>		

**SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.**

<b>Supervisor Name (Printed)</b>	<b>Supervisor Signature</b>	<b>Date</b>
<i>Financial Accountant II, Fiscal Unit Manager</i>		