

PROPOSED
Department of Health Care Access and Information
Duty Statement

Employee Name <Vacant>	Organization Administrative Services Financial Services Office Accounts Payable and Travel	
Position Number 441-161-4546-700	Location Sacramento	Telework Option Hybrid
Classification Accounting Officer (Specialist)	Working Title Accounting Officer (Specialist)	

General Description

Under general direction from the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist), independently performs professional accounting duties of average difficulty which require strong organizational, interpersonal, and analytical skills. This position performs professional accounting and analytical duties related to journal entries, travel reimbursements, and financial reporting. The position is responsible for analyzing, auditing, and processing all travel and reimbursement claim transactions utilizing the California Automated Travel Expense Reimbursement System (CalATERS) and The Financial Information System for California (FI\$Cal). This position supports the departmental fiscal integrity by ensuring transactions are accurate, timely, compliant with State Administrative Manual (SAM), California Department of Human Resources (CalHR), Department of General Services (DGS), and State Controller's Office policies.

Supervision Received	Reports directly to the Accounting Administrator I (Supervisor)
Supervision Exercised	None
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of desktop computer and telephones. Frequent face-to-face contact with leadership, management, and staff. Written, verbal, and electronic communications. Mobility to various areas of the department. Extra work hours may be necessary beyond scheduled work hours. Core business hours are 8:00 a.m. to 5:00 p.m.

Job Duties

E = Essential, M = Marginal

40% E	Acts as primary lead of the Travel desk. Independently review, audit, and process travel advances and Travel Expense Claims (TECs), ensuring accuracy and compliance in accordance with the requirements of State's control agencies, SAM, bargaining unit contracts, and departmental's policies and procedures. Review, audit, and process travel forms such as Excess Lodging Requests and Office
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		Revolving Fund request forms. Use California Automated Travel Expense Reimbursement System (CaLATERS) to set up user profiles, maintain Table Maintenance, updating chartfield coding as required, and process reimbursement claims. Set up users in Concur and assist users with booking travel arrangements. Monitor the department's Travel Help Desk email, respond to departmental staff regarding travel inquiries. Research and resolve travel-related issues.
30%	E	Reconcile FI\$Cal records for outstanding travel advances balances with CalATERS records, ensuring balances are cleared timely and accurately. Reconcile and ensure liquidation of travel advances issued to the Department staff and ensure collection of overdue travel advances timely and taking appropriate action in accordance with established procedures. Reconcile, track, and follow up on outstanding or late claims. Download, review, and resolve all reconciling items on the daily voucher build error report. Create journal entries for reclassification purposes. Assist in reconciling the department-paid (airfare, hotel, car rental, toll, Uber4Business) charges with TECs. Assist staff using the Virtual Card Number (VCN) and Conferma App, including troubleshooting hotel booking. Reconcile and track Unused Airline Ticket Credits (UTC) monthly and follow up with transferring the credit to another traveler if needed before its expiration date.
20%	E	Serve as the Department's Travel Coordinator and attend the Statewide Travel Program meetings. Update Travel Policies and draft policy memos to be issued to HCAI travelers. Update and maintain the Department's travel manual, provide ongoing training and support to staff as it relates to travel policy updates and CalATERS user guides.
10%	M	Assist in preparing year-end accruals and supporting documents for financial statements. Other duties assigned within the scope of the classification.

Other Expectations

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date