

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 29930	DGS DIVISION / OFFICE or CLIENT AGENCY <b>California Arts Council (CAC)</b>	
UNIT NAME Operations Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>2750 Gateway Oaks Dr, Suite 300 Sacramento, CA 95833</b>	
CIVIL SERVICE CLASSIFICATION <b>Accounting Officer (Specialist)</b>	POSITION NUMBER <b>352-431-4546-002</b>	CBID <b>R01</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>2</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday - Friday / 8:00 am - 5:00 pm</b>	TENURE <b>Perm</b>	
WORKING TITLE <b>Accounting Officer- Telework Option</b>	TIMEBASE <b>Fulltime</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The California Arts Council's (CAC) mission is to advance California through arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts - ensure strong support for the arts state-wide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships - ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Through leadership - establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services - ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.

The CAC values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The CAC believes the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of bringing arts and creativity to all Californians.

**POSITION CONCEPT**

Under the direct supervision of the Supervisor (SUP) I in the Operations Unit, the Accounting Officer (AO) Specialist at California Arts Council (CAC) performs professional accounting work of average difficulty often utilizing the Financial Information System for California (FISCal), the Grant Management System (GMS) and serves as liaison to Contracted Fiscal Services (CFS) that performs accounting functions for CAC.

Medical Clearance  Background Clearance  Typing  DMV Pull Notice  Drug Testing

**SPECIAL REQUIREMENTS**  Vehicle Home Storage Permit  Driver's License and Class (specify below in Description)  Certificate (specify below in Description)  
 Professional License (specify below in Description)  Other (specify below in Description)

**Background Clearance**

This position and/or location requires background investigation clearance.

**Telework**

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

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PERCENTAGE	DESCRIPTION
30%	Processes all local assistance grant payments for accuracy by verifying invoice information, addresses, dollar amounts and proper signatures in accordance to requirements by CFS and Office of the State Controller. Handles all inquiries regarding grant payment status as well as payment status for vendors, state agencies, program staff and grant auditors, while utilizing GMS and FI\$Cal. In addition, audits invoices and creates payment approval labels (PAL) and submit to CFS to create vouchers in FI\$Cal. Uses Excel to track and monitor payment status.
30%	Audits, researches and processes monthly Cal Card payment transactions similar to the accounts payable process, reviews the reportable payment report in FI\$Cal for report 1099, reportable payments made to vendors and make adjustments/corrections as required. Processes travel expense claims or use CalATERs in accordance with the State Administrative Manual (SAM) and Department of General Services (DGS) standards and serves as administrator for the travel store.
20%	Processes panelist honorariums, manually prepares deposit slips and forwards them to CFS for deposits, prepares electronic remittances using receipt information, serves as the agency's travel coordinator as well as the agency's records management coordinator for accounting functions. These functions are performed while utilizing FI\$Cal, GMS and Excel spreadsheets to ensure the fiscal solvency of the agency.
15%	Attends various meetings, including but not limited to 1:1 meetings, unit meetings, all staff meetings, weekly budget/accounting team meetings and makes recommendations to the management team on matters directly related to accounting functions. As liaison to CFS, facilitates all communication with CFS, including the coordination and facilitation of the monthly CAC meetings with CFS. Performs other duties as assigned, including special projects. Runs various reports in FI\$Cal, to track payment and provide payment information.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Participates in agency activities to advance racial equity in grant making and reaching the agency's Racial Equity Action Plan goals and objectives by following the agency's recently developed Strategic Framework. Performs other duties as aligned with the Accounting Officer Specialist Classification.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Travel (Specify the percentage in the travel box below)

Travel 3 % of the time to various locations and may include overnight travel by various methods of transportation.

This position is hybrid and eligible for telework up to three (3) days per week in accordance with CAC and Statewide Telework Policy, with in-office attendance at the Sacramento office on Wednesdays and Thursdays and/or as needed/required. Beginning July 1, 2026, telework eligibility will be reduced to one day per week, with in-office attendance required four (4) days per week and/or as needed/required. The successful candidate must reside in California at the time of appointment.

- Regular use of office equipment, data and communications related technologies such as personnel computer applications, telecommunications equipment, internet, voice mail, etc.
- Professional office environment working in standard office configuration, executive offices and cubicles.
- May be required to transport documents/materials documents/material with use of a handcart up to 25lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- May require up to 3% occasional travel via car and/or public transit as permitted under public health guidelines

for training/meetings.

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**DESIRABLE QUALIFICATIONS**

- Exercise good judgment and communicate effectively with others, both orally and in writing.
- Ability to audit, research, reviews processes and make recommendations for accounting functions.
- Meet deadlines and adapt to changing assignments and priorities.
- Prepare and complete clear and concise task documents.
- Demonstrate a customer service-oriented execution of duties.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

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*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)*

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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