

DUTY STATEMENT

EMPLOYEE Vacant	RPA # / JOB CONTROL # 26-066 / JC-507272		
POSITION NUMBER 040-420-4567-003	CLASSIFICATION Sr. Accounting Officer (Specialist)	WORKING TITLE Sr. Accounts Payable Specialist	
DIVISION Administration	SECTION/UNIT Fiscal Programs / Accounting	CBID R01	WWG 2
WORK DAYS Monday – Friday	WORK HOURS 8:00 AM – 5:00 PM	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? Yes No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and an accurate description of the essential job 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'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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GENERAL STATEMENT

Under the general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) will perform a variety of professional accounting work of average to more difficulty including but not limited to processing various invoice payments; ensure Accounts Payables are tracked, maintained, and processed in the manner as required pursuant to the State Administration Manual, applicable Government Code, and various CalVCB and Control Agencies policies and procedures; perform reconciliations of payable transactions and subsidiary document balances; audit, approve, and process CalATERS Global Travel Expense Claims in conformity with CalVCB travel policies and the California Department of Human Resources (CalHR) rules and regulations; act as a lead person to other in the accounts payable staff and as the CalVCB Travel Coordinator; create vouchers in FI\$Cal system for invoices, salary advances, and travel advances for approval.

PERCENTAGE OF TIME SPENT	DUTIES
% ESSENTIAL JOB FUNCTIONS	
40%	<p>Analyze and audit various departmental invoices to ensure compliance with applicable contract, purchase order, and State rules and regulations, and that all documents are approved by authorized individuals, and that approved invoices do not exceed contract or encumbered balances. Reconcile invoices with purchase orders (PO), contracts, and direct transfer information. Analyze, audit, reconcile, and process CalCard, CitiBank and other miscellaneous invoices for payments. Independently research and resolve most complex invoice issues by searching source documents and accounting records. Independently analyze and determine appropriate accounting cost code for expenditures on all invoices in accordance with contract, purchase order, and/or chart of account. Create vouchers for invoices in the FI\$Cal for approval. Verify vendor numbers and addresses in FI\$Cal. Verify that funding information is consistent with original source documents such as contract/purchase orders. Prepare departmental tracking report of invoices and review for possible non-payment or late payment of invoices. Follow up with contract managers for timely invoice approval. Cooperatively work with contract manager, liaisons, and/or budgets office to resolve invoice/funding discrepancies timely to ensure timely payment of invoices. Track invoice payment status to ensure timely processing of invoices for payment. Consult with management to ensure that late payment penalties of invoices are avoided.</p> <p>Maintain manual files of all invoices, contracts, purchase orders, and Travel Expense Claims. This includes but not limited to recording payments, advances, retentions in a tracking log. File invoices and payment information to the appropriate contract/purchase order folder. Regularly verify that the encumbrance balances agree with FI\$Cal encumbrance balances; review and process timely dis-encumbrance in instances where it is determined the goods or services will not be received or will cost less than originally estimated; liquidate reverting year encumbrances; Follow up on final payment requests/invoices promptly after expiration of agreement term. Archive closed documents in accordance with CalVCB retention policy. Maintain Direct Transfer log.</p> <p>Review, audit, and approve Travel Expense Claims (TEC) via the CalATERS Global system; process training and travel advance requests; collect on any outstanding TECs and travel advances.</p>

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30%	<p>Resolves the most complex travel issues, which involves research, analysis, interpretation, and application of existing travel rules and regulations. Successful completion of the duties requires extensive knowledge of current travel rules, regulations, codes, laws prescribed in the State Administrative Manual (SAM), Personnel Management Liaison Memo, Memorandum of Understanding with Bargaining Units, Payroll Procedures Manual, California Code of Regulations, and CalPERS Travel Policies and Procedures.</p> <p>Act as the travel coordinator for CalVCB and assist all employees in the utilization of state's travel agency, The TravelStore, Concur, or VPN program; Maintain CalATER system coding of employees and updating SCO on any changes. Provides input and recommendations in the development and implementation of fiscal policies and procedures related to travel. Prepares and updates travel policies and procedures as necessary. Maintains the Travel Guide on CalVCB' intranet, ensuring that the applicable travel rules and related forms are current and up to date. Develops travel training materials using PowerPoint and provides training and presentations to management and employees.</p> <p>Act as CalVCB Transit Coordinator that coordinates transits sales and receive revenue from CalVCB staff for Regional Transit (RT) passes, RT ticket books, disability stamps, Yolo Zone bus stamps and parking fees; post and reconcile the revenue to journals/ledgers. Order transit passes from surrounding counties transit systems and prepare revolving fund requests for payment of passes and departmental share of costs. Assist CalVCB with the Connect Card program. Process requests for office Revolving Fund payments.</p>
10%	<p>Performs the claim scheduling process for submission of claims to the State Controller's Office (SCO) in order to replenish the Administrative Revolving Fund account, in accordance with established departmental policies and procedures, SAM, and SCO. Performs monthly review of the Revolving Fund log to ensure replenishments are done timely.</p> <p>Performs monthly review of reconciliation items provided by general ledger staff. Researches and analyzes errors and discrepancies and takes appropriate action to rectify reconciling items in a timely and accurate manner. Resolves the most complex accounts payable issues requiring frequent interaction with vendors, division staff, executive management, and outside agencies. Ensures that appropriations, accounts, funds, organizational codes, and budget years are properly utilized when processing invoices using the FI\$Cal system. Applies accounting principles, departmental policies, and state regulations in the processing of financial transactions to ensure accurate and consistent financial reports. Prepare quarterly reportable payments reconciliation to ensure accurate issuance of 1099. Prepare annual late payment penalty report.</p>
10%	<p>Acts as the lead person to the Accounts Payable staff. Assists lower-level accounting staff with the more complex Vendor payment discrepancies and disputes. Provide training on accounts payable and CalATER processing to other team members when required.</p> <p>Assist with the analysis and development of internal control procedures by making recommendations in order to safeguard assets. Assist with the development of the administrative manual for state board and regional board payment processes. Assist with development and maintenance of desk procedures, workload standards, and performance measures. Assist manager with performance evaluations of lower-level staff.</p>

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5%	Respond to customer inquiries and research accounting history to resolve discrepancies in payments or document balances. Respond to the requests from other agencies by researching, creating, and sharing reports and financial data to conduct audits. Act as a liaison between accounting and program staff to aid, answer questions, and coordinate information related to contract payments and contract encumbrances. This could include reading and interpreting policy manuals, legislative guidelines, departmental manuals, or other written materials in order to determine relevant facts for inquirer(s).
<u>MARGINAL FUNCTIONS</u>	
5%	Perform work on special projects and assignment related to the accounting unit as required.

DESIRABLE QUALIFICATIONS

- Knowledge of FI\$Cal.
- Effectively operate a computer using the following software programs: Microsoft Word, Excel, Access and Outlook.
- Ability to develop statistical data and evaluate results.
- Ability to apply and interpret policies, regulations, and laws.
- Ability to take and follow verbal or written direction from supervisors/managers.
- General knowledge of the department's mission, goals, and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division.
- General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients.
- Experience in analyzing and interpreting laws, rules, and regulations.
- Ability to keep required job schedule, ability to focus attention on details.
- Ability to follow work rules

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Understand, follow, and enforce all safety rules and procedures.
- Be supportive of management and coworkers.

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- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.