

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Senior Accounting Officer (Supervisor)		WORKING TITLE CalOSHA AR Supervisor		
PROGRAM NAME Office of Fiscal Services			UNIT NAME Accounts Receivable	
ASSIGNED SPECIFIC LOCATION San Francisco			POSITION NUMBER 400 – 101-4569-007	
BARGAINING UNIT S01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Accounting Administrator I, the Senior Accounting Officer (Supervisor) is responsible for the coordination and supervision of subordinate professional, technical, and clerical accounting staff in the maintenance and reporting of accounts receivable for the Division of Occupational Safety and Health (DOSH), Cal/OSHA Penalties.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
45%	Plans, organizes, and directs the work of subordinate staff to ensure unit's efficient operation. Ensures team reconciliation of accounting subsystems to the Financial Information System for California (FI\$Cal) on a regular basis. Supervises staff to ensure compliance with DIR rules and regulations and accounting procedures and policies. Prepares appropriate correspondence in cases requiring correction or clarification on matters pertinent to Receivable activities Provides technical guidance to staff while analyzing and determining unit's actions are in compliance with Department of Industrial Relations (DIR) rules and regulations and accounting procedures and policies. Such as but not limited to analyze inbound interface transactions and ensure that proper backup documentations are maintained. Prepares appropriate correspondence, such as but not limited to customized Paid-in-full reports or supporting documentation in cases requiring correction or clarification on matters pertinent to receivable activities. Reviews and keeps up to date on laws, policies, and procedures, including the State Administrative Manual (SAM) and the California Labor Code. Monitors for any changes that relate to accounting revenues. Reviews and monitors various projects, and maintains good working relationships with the DIR Budget Unit, IT programmers, and other support staff. Audits and verifies accuracy of financial information in Cal-Atlas (ad-hoc accounting subsystem) and FI\$Cal. Writes a variety of business documents, including financial reports, project summaries, operating procedures, and analysis of proposed legislation.
20%	Supervises, coaches, mentors, trains and evaluates staff to develop skills, improve performance, and promote career development of staff. Establishes unit priorities, delegates assignments, and ensures adherence to established and accepted Federal, State, and Departmental accounting procedures. Monitors, tracks, and

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	documents employee performance using employee evaluations and/or probationary reports to ensure performance is recorded accurately and that it meets quality and timeliness standards and counsels' staff as needed. Monitors, tracks, and documents employee performance using employee evaluations and/or probationary reports to ensure performance is recorded accurately and that it meets quality, and timeliness standards.
20%	Analyzes situations, solves complex problems, and adopts an effective course of action to make decisions or recommendations, such as but not limited to reviewing rejected/failed interface transactions, and determining the best course of action to fix the balance. Oversees the preparation of State Controller Office (SCO) Accounts Receivable Report and schedule all uncollectible accounts to be submitted to the DIR Chief Financial Officer (for under \$500) and the State Controller (for \$500 and above) for the Application for Discharge from Accountability to collect on past due debts owed to the State.
10%	Serves as the liaison with CALOSHA district offices, State OIS coordinators, programmers for the CALOSHA AR subsystem and the Centralized Accounts Receivable System (CARS), budget section, auditors, program managers, local government, lawyers/vendors, or clients of specialized programs administered by the department. Provides clear, complete, and concise recommendations for accounting system and process improvements and any ongoing problem to the Accounting Administrator I.
Percentage of Time Spent	Marginal Job Functions
5%	The Senior Accounting Officer (Supervisor) performs other accounting-related duties or special assignments and works on projects as per the Accounting Administrator's direction.

Conduct, Attendance, and Performance Expectations

This position requires strong leadership and staff development skills, and the capacity to work with all levels of management and staff with professionalism and tact. This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Supervision Received

Reports to the Accounting Administrator I but may receive assignments and direction from the Accounting Administrator II.

Supervision Exercised

Directly supervises Accounting Officer (Specialist), Accountant Trainee, and Accounting Technician(s)

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Senior Accounting Officer (Supervisor) is expected to work 40 hours per week in a hybrid

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office/telework setting, air-conditioned, high rise building in a cubicle with natural and artificial lighting. Typical work requires prolonged use of computer and telephone and interaction with co-workers.

Special Requirements/Other Information

N/A

Physical Abilities

Daily access to, and use of a personal computer and telephone is essential.

Additional Requirements/Expectations

None

Personal Contacts

The incumbent establishes and maintains ongoing contacts with Accounting Administrators, Chief of Accounting, Chief Financial Officer, DIR programs, the Budget Office, State control agencies, and the public.

Employee Acknowledgment

I have read and understand the duties listed above and 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

MA

C&S Analyst Initials

2/18/2026

Approval Date