

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

**VACANT**

CLASSIFICATION:

**Accountant Trainee**

POSITION NUMBER:

**800-624-4179-701**DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Finance and Accounting/Accounting and Fiscal Systems**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Accounting and Automation/Encumbrance & CECRIS/Encumbrance Unit**

SUPERVISOR'S NAME:

**PADAO LEE**

SUPERVISOR'S CLASS:

**Accounting Administrator I, Supervisor**SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*:

- None  Supervisor  Lead Person  Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

The Accounting and Automation Support Bureau actively participates in the County Expense Claim Reporting Information System (CECRIS) Project from start to finish following the Agile-SCRUM methodology; and contributes in the procurement process and monitors contract obligations and deliverables to ensure efficient compliance with all guidelines, rules, and regulations. Utilizes the newly automated time reporting system, the Employee Service Center, to streamline the labor distribution process which ensures the fiscal integrity of the cost allocation and the Financial Information System for California (FI\$Cal) month end/year end processes; and ensures cost allocation processes adhere to federally approved methodology for the state's Cost Allocation Plan and remains in line with the Budget Act on behalf of the Department. Provides financial reports and analysis to stakeholders and Department end users to support the Accounting and Fiscal System Branch's (AFSB) mission.

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**CONCEPT OF POSITION:**

The Accountant Trainee (AT) receives close supervision from an Accounting Administrator I, Supervisor (AA I-Sup). The AT is the entry and training level in the professional accounting series within the Encumbrance Unit. The AT will learn to utilize his/her technical knowledge and analytical skills to perform various accounting functions related to encumbrances for contracts, grant-funded activities, and memorandum of understanding (MOUs).

**A. RESPONSIBILITIES OF POSITION:**

- 40% In a training capacity, maintains fiscal integrity for review and data entered in FI\$Cal, as well as statewide purchasing, accounting, disbursement, and financial reporting; analyzes and reviews requests submitted for encumbrances; and identifies requests to determine the best processes for each type of transaction in accordance with Generally Accepted Accounting Principles (GAAP). Assists with tracking and maintaining the Encumbrance intake mailbox, providing immediate follow-up. Completes all necessary FI\$Cal training. Works with Lead, coordinating with AFSB and Budgets on resolving issues related to fund coding, and generates FI\$Cal entries for encumbrance purposes. Assists with research and making Purchase Order (PO) corrections and liquidations.
- 35% Under the guidance of a Lead, collects, compiles, reviews, and processes incoming requests for PO transactions such as Grants, Memorandums of Understanding, and contracts; effectively utilizes electronic data equipment to assist in the reporting preparation process by using Microsoft software applications such as Word, Excel, and SharePoint, as well as FI\$Cal; and generates and schedules reports as directed. Establishes and sustains working relationships with internal and external partners.
- 10% Under close supervision, assists with PO interface files in FI\$Cal for various PO creations as well as PO amendments. Assists in updating Grant Award Notifications MOU memos as required to be sent to the State Controller's Office for allocation. Collaborates with Program and the Accounting Disbursements Bureau for all allocation requests as well as reconciliations.
- 10% Assists in the process of month-end reconciliation of PO transactions as well as in reconciliation of liquidated PO balances. Assists the Accounting Contracts Review on Verification of Accounting Coding and Appropriation on form STD 215 and Grants GA1.
- 5% Other related duties as required to support AFSB.

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B. SUPERVISION RECEIVED:

The AT receives general supervision from the AA I-Sup. The AT is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA I-Sup on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AT works closely with other units within CDSS and AFSB.

E. ACTIONS AND CONSEQUENCES:

Accurate and timely work is necessary to maintain and ensure CDSS' federal funding for financial operations and assists in preparing annual financial statements. Lack of accurate reporting and careful analysis could result in a cash flow shortfall or insufficient federal reimbursement to cover all eligible expenditures and limit CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

The AT must have excellent communication and customer service skills as well as knowledge of computer applications, including Microsoft Word, Excel, and Access. Knowledge of FI\$Cal reports, as well as Microsoft Access database applications is beneficial.

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Accounting Officer, Specialist

POSITION NUMBER:

800-624-4546-701

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Finance and Accounting/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Accounting and Automation/Encumbrance &amp; CECRIS/Encumbrance Unit

SUPERVISOR'S NAME:

PADA O LEE

SUPERVISOR'S CLASS:

Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*:

None

 Supervisor Lead Person Team Leader**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

The Accounting and Automation Support Bureau actively participates in the County Expense Claim Reporting Information System (CECRIS) Project from start to finish following the Agile-SCRUM methodology; and contributes in the procurement process and monitors contract obligations and deliverables to ensure efficient compliance with all guidelines, rules, and regulations. Utilizes the newly automated time reporting system, the Employee Service Center, to streamline the labor distribution process which ensures the fiscal integrity of the cost allocation and the Financial Information System for California (FI\$Cal) month end/year end processes; and ensures cost allocation processes adhere to federally approved methodology for the state's Cost Allocation Plan and remains in line with the Budget Act on behalf of the Department. Provides financial reports and analysis to stakeholders and Department end users to support the Accounting and Fiscal System Branch's (AFSB) mission.

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**CONCEPT OF POSITION:**

The Accounting Officer, Specialist (AO-Spec) receives general supervision from an Accounting Administrator I, Supervisor (AA I-Sup). This is the journey level position within the Encumbrance Unit and the AO-Spec will utilize technical knowledge and analytical skills to perform various accounting functions as they relate to maintaining encumbrances. The AO-Spec assists in determining and managing necessary cash flow to support federal draw requests; completes associated reconciliations; and advises management of forecasted expenditures relative to estimated grant awards.

**A. RESPONSIBILITIES OF POSITION:**

- 40% Independently analyzes and processes difficult financial and purchasing transactions in FI\$Cal to support statewide purchasing, accounting, cash management, and financial reporting. Reviews encumbrance and payment requests for compliance with GAAP, the State Administrative Manual, and departmental policies, exercising judgment to determine appropriate processing and resolve discrepancies. Manages the encumbrance intake process, provides technical guidance on FI\$Cal and fund coding, researches and corrects Purchase Order (PO) and payment issues, and coordinates with Accounting and Budgets staff to ensure accurate, timely, and compliant financial operations.
  
- 35% Collects, compiles, reviews, and preprocesses incoming requests for PO transactions such as Grants, Memorandums of Understanding, and contracts. Assists Unit staff with review requests, helping with encumbrance authorizations and approvals. Establishes and sustains working relationships with internal and external partners. Effectively utilizes electronic data equipment while assisting in reporting preparation process by using Microsoft software applications such as Word, Excel, and PowerPoint, as well as FI\$Cal.
  
- 10% Processes PO interface files in FI\$Cal for various PO creations as well as PO amendments. Responsible for ensuring accurate updates have been recorded for the Grant Award Notifications MOU memos as required to be sent to the State Controller's Office for allocation. Collaborates with Program and the Accounting Disbursements Bureau for all allocation requests and reconciliations. May act as Lead and train the Accountant Trainees in the Encumbrance Unit.
  
- 10% Performs reconciliation of PO transactions and liquidated PO balances, identifying and resolving discrepancies to ensure accurate financial reporting. Reviews and verifies accounting codes and appropriations for funding availability, ensuring compliance with STD 215, Grants GA1, and applicable fiscal policies.
  
- 5% Other related duties as required to support the Accounting and Fiscal Systems Branch.

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B. SUPERVISION RECEIVED:

The AO-Spec receives general supervision from an AA I-Sup. The AO-Spec is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA I-Sup on an ongoing basis. The AO-Spec keeps the AA I-Sup informed on the monitoring of program areas to prohibit overspending.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AO-Spec has daily contact with CDSS customers, external customers from other state agencies, and county staff.

E. ACTIONS AND CONSEQUENCES:

The AO-Spec must be knowledgeable of federal and state fiscal requirements including the fiscal systems that CDSS administers to ensure completed payments are accurate and completed efficiently and timely. Failure to do so may result in making incorrect or delayed payments to the counties which could jeopardize CDSS' working relationship with the counties and other local clients. This may result in a decline in CDSS' fiscal credibility and compromise the counties' ability to operate critical human services programs.

F. OTHER INFORMATION:

The AO-Spec must have excellent communication and customer service skills, as well as experience in local assistance, cash management, and knowledge of computer applications, including Microsoft Word, Excel, and Access. Also must have knowledge of pulling or reviewing FISCAL reports.