



## DUTY STATEMENT

BRANCH <b>ENTERPRISE OPERATIONS SERVICES</b>		POSITION NUMBER (Agency – Unit – Class – Serial) <b>368-304-4177-001</b>			<input checked="" type="checkbox"/> <b>CURRENT</b> <input type="checkbox"/> <b>PROPOSED</b>	
PROGRAM <b>ACCOUNTING</b>		CLASSIFICATION TITLE <b>Accountant I (Specialist)</b>				
SECTION/UNIT (If applicable) <b>Administrative Services – Accounting</b>		WORKING TITLE <b>Accounts Payable Accountant</b>				
REGIONAL HUB <b>Sacramento</b>		COI <b>Yes</b>	WWG <b>2</b>	CBID <b>R01</b>	TENURE <b>P</b>	TIME BASE <b>FT</b>
WORK SCHEDULE <b>M-F 8am-5pm</b>	SUPERVISION EXERCISED <b>None</b>	SPECIFIC LOCATION ASSIGNED TO <b>1400 10th Street, Sacramento, CA 95814</b>				
INCUMBENT (If known)		EFFECTIVE DATE				

PRIMARY DOMAIN (IT positions only)	Choose an item.
------------------------------------	-----------------

### AGENCY OVERVIEW

Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

### GENERAL STATEMENT

Under the direct supervision of the Accounting Administrator II, the Accountant I Specialist (Accounts Payable Accountant) performs the more difficult semi-professional accounting work in the establishment and maintenance of LCI's accounts payable. This includes receiving all incoming invoices, auditing them against authorizing documents such as contracts and purchase orders, recording the payment in the State's accounting system (FI\$Cal), and processing them for payment through the State Controller's Office (SCO). The incumbent is also responsible for resolving any payment issues, initiating requests to stop and reissue payment, and managing the accounts payable mailbox.



## DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
<b>100%</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>35%</b>	Audit and analyze invoices to ensure compliance with the payment provisions of purchase orders (POs), contracts, inter-agency agreements, grant agreements, amendments, and revisions, according to rules, regulations, other directives and guidelines from control agencies and the Department policies. Establish and maintain encumbrance contract logs by documents according to the terms of the contract.
<b>35%</b>	Create invoice vouchers for purchase order, contracts, and monthly invoices ensuring that goods and/or services are authorized and received; charges are accurately classified with correct accounting codes; and documentation supporting disbursements are included. Review and Resolve Voucher Issues, including but not limited to, FI\$Cal Purchase Order and/or Receipt match exception errors in vouchers and denied Vouchers by Department Approvers or FI\$Cal/SCO Claim Auditors for timely resubmittal. Take necessary actions for payment resolutions with program managers, Procurement Unit, and/or suppliers. Enter journal vouchers to correct ChartFields values to original vouchers.
<b>15%</b>	Research cancelled warrant and process Request for Duplicate Controller's Warrant /Stop payment (STD. 435). Calculate and process late payment penalties in accordance with Prompt Payment Act (STD. 208). Performs reconciliation of payment records to identify duplicate payments, missing invoices, and contracts renewal and/or extension if applicable.
<b>10%</b>	Manage the Accounts Payable Mailbox by logging incoming invoices into AP Mailbox Tracker and forward invoices to program contact for review and approval. Resolve and respond to payment inquiries from internal and external customers. Work with program staff to identify invoice issues and prepare dispute notices, STD. 209. Follow up invoices older than 15 days and work with program office to resolve issues.
	<b>MARGINAL FUNCTIONS</b>
<b>5%</b>	Perform other job-related duties as required.

### KNOWLEDGE AND ABILITIES

*Knowledge of:* Principles and practices of financial record keeping; basic principles of accounting; office methods, procedures, and equipment; governmental accounting principles and procedures.

*Ability to:* Apply rules and regulations to specific cases; operate common office appliances used in financial record-keeping work; analyze and draw logical conclusions; dictate correspondence.

### DESIRABLE QUALIFICATIONS:

- Experience in accounting/financial record keeping, and knowledge of accounting principles and procedures associated with California's accounting structure
- Experience with FI\$Cal or other financial accounting system



## DUTY STATEMENT

- Experience with Microsoft Outlook, Excel, Word, and Adobe Acrobat
- Experience writing business correspondence
- Excellent time management, with the ability to meet deadlines and be flexible with changing priorities

**SPECIAL PERSONAL REQUIREMENTS:**

- Excellent customer service skills
- Strong organization skills
- Ability to work independently and in a team environment
- Strong work ethic

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects weighing up to 10 lbs with or without reasonable accommodation. Involves sitting most of the time and may involve walking or standing for brief periods of time. This position may be eligible to participate in LCI's hybrid telework schedule. Participation in Telework is subject to LCI's guidelines. Occasional/overnight travel up to 15% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

**SUPERVISOR'S STATEMENT:** *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

**EMPLOYEE'S STATEMENT:** *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------