

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Senior Accounting Officer, Specialist

POSITION NUMBER:

800-623-4567-030

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

Finance and Accounting/Accounting and Fiscal Systems

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

ARB/FARS/Reim and SCDD CalHHS Accounting Unit

SUPERVISOR'S NAME:

Xoan Tran

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.

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.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System, and State and Federal regulations. Record and reconcile all transactions posted to the Department's financial book of record, the Financial Information System for California (FI\$Cal). Maintain the fiscal integrity of FI\$Cal, the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies, as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the general supervision of an Accounting Administrator I, Supervisor (AA I-Sup), the Senior Accounting Officer, Specialist (SAO-Spec) works independently and is responsible for the performance of complex professional accounting duties related to fund accounting and reporting for CDSS. Other duties include, but are not limited to, maintaining accounting records, preparing all types of accounts and records of financial transactions, and the preparation of year-end financial statements. Participates in the development, implementation, and maintenance of the the Financial Information System for California (FI\$Cal) projects to meet daily operational needs.

A. RESPONSIBILITIES OF POSITION:

- 35% Independently performs more complex and difficult reconciliations for various general ledger accounts and appropriations including disbursements, revenues, reimbursement, and asset accounts. Reviews State Controller's Office (SCO) and FI\$Cal financial and budget reports to identify and correct errors, invalid entries, abnormal balances, and commitment control issues. Ensures expenditures, reimbursements, and revenues do not exceed appropriations and resolves discrepancies between reports and source documents. This includes, but is not limited to, querying or extracting large volumes of data, data manipulation, data table preparation and pivoting. Uses analytical skills while providing disclosure of open items and ensuring open items are resolved. Submits corrections to SCO, if necessary. Reports open items to management.
- 15% Independently prepares and submits Plan of Financial Adjustment (PFA) documents to SCO timely. Prepares PFA estimates and actuals, reconciles PFA reports with PFA SCO transaction requests, and posts PFA entries to FI\$Cal, if necessary. Validates multiple SCO balances to ensure sufficient funding to PFA multiple funds and state fiscal years. Prepares PFA memos to the Department of Finance (DOF) and ensures SCO approves the PFA memos by monitoring any new funds that should be inclusive of the PFA process and removing any funds that are no longer in the PFA process for abolished or sunset funds. Handles cash projections and potential Non-Sufficient Fund (NSF) notices from SCO by taking prompt action to process PFA Estimates and responds to SCO inquiries to ensure sufficient funding for payments and payroll and to prevent overdrafts.
- 15% Independently posts more complex and difficult journal entries and corrects entries in accounting systems. Researches and determines how new journal entries should be posted. Ensures all SCO journal entries are posted accurately and by the fiscal month deadline. Runs various queries to ensure all postings are routed to General Ledger and approved by management and SCO, and resolves any month end close errors. Tracks and posts all Transaction Corrections to ensure there is an appropriate audit trail and approval. Prepares required DOF reports and schedules, including but not limited to, DF-303/304s and fund condition statements, on a monthly basis.
- 15% Independently prepares and reviews year-end tasks, year-end financial statements, Generally Accepted Accounting Principles reports, Governmental Accounting Standards Board reports, and Single Audit reports. This includes responding to inquiries from state auditors, control agencies, internal staff, and outside agencies regarding financial statements.
- 10% Provides training and technical assistance to internal and external customers and staff at various levels. Prepares recommended resolutions to management as issues arise. Develops, writes, and maintains desk procedures. Identifies procedures and processes that need to be streamlined or modified due to changes in state requirements such as the State Administrative Manual, the Government Code, the Uniform Code Manual, FI\$Cal, etc.
- 5% Performs special projects or other duties to provide support within the Accounting and Fiscal Systems Branch (AFSB) as required. Provides customer service to internal and external customers. Archives and organizes physical documents and filing structures of electronic files.
- 5% Other duties as required to provide support for AFSB, including but not limited to, cross-training with other Unit staff for coverage. Completes special projects assigned by management.

B. SUPERVISION RECEIVED:

The SAO-Spec receives supervision from an AA I-Sup. The SAO-Spec must be independent and proficient in handling complex and difficult assignments and be able to work and resolve problems with minimal direction. The SAO-Spec is responsible for the timely completion of assignments in an acceptable format and apprising the AA I-Sup of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SAO-Spec works closely with other units within AFSB, the Finance and Accounting Division, other divisions within CDSS, the State Council on Developmental Disabilities, the public, other state agencies, and control agencies.

E. ACTIONS AND CONSEQUENCES:

Accurate and efficient work is necessary to maintain and ensure CDSS' financial operations and prepare yearly 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 compromise CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

The SAO-Spec must have strong interpersonal, written, and verbal communication skills. The SAO-Spec must be able to process multiple tasks, prioritize assignments accordingly, and work well under pressure. The SAO-Spec may be required to provide team coverage during heavy workload periods. Knowledge of Microsoft Excel and Word is vital. Knowledge of FISCAL reports and database applications is beneficial. This position requires mandatory overtime during year-end to submit financial statements timely. Other overtime may be required on a business needs basis.