

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
BUDGET OFFICE
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-023-4569-001

JOB TITLE: Senior Accounting Officer, Supervisor

UNIT: Travel Unit

UNIT SUPERVISOR: Accounting Admin I

STATEMENT OF DUTIES: Under the general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer, Supervisor is responsible for overseeing the timely, accurate processing of travel claims of Department employees through the California Automated Travel Expense Reimbursement System (CalATERS). Supervises the processing of payments, applications and all documentation.

SUPERVISION RECEIVED: Reports directly to the Accounting Administrator I (Sup) and indirectly to the Accounting Administrator II and Accounting Administrator III.

SUPERVISION EXERCISED: Direct supervision of eight staff.

TYPICAL PHYSICAL DEMANDS: Ability to type, rotate and work at a computer workstation to input data and to complete work assignments up to 8 hours per day. Ability to bend and lift files and may be required to move up to 24 lbs.

TYPICAL WORKING CONDITIONS: Windowed cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 30% Plan, organize and direct the work of six Accounting staff of the Travel Unit and help desk support on the California Automated Travel Expense Reimbursement System (CalATERS). Handles the more complex technical issues as well as personnel issues such as corrective and adverse actions when necessary. Oversees the Travel Unit staff in processing of Department employee's reimbursement claims. Train the Departmental employees in the use of the CalATERS system and travel rules and regulations
- 20% Analyze new legislation and Bargaining Unit contracts and coordinate Department wide implementation. Prepare Administrative Bulletins, written procedures and informational memorandums as necessary. Research, analyze and interpret regulations to resolve the most difficult travel and relocation conflicts for employees and management.
- 15% Audit and processing DOJ executive staff travel claims through the CalATERS system. Determine that the CalATERS claims and supporting documentation are in accordance with Bargaining Unit contracts, Government Code, State Administrative Manual, the CA

Department of Human Resources (CalHR), and Department of General Services Government Claims rules and regulations. Ensure that all documentation is properly coded according to the Department's Cost Accounting Program. Prepare revisions to the Department of Justice Administrative Manual (DOJAM) on the DOJ Intranet as regulations change.

- 10% Act as departments Employer Pull Notice (EPN) Coordinator. Ensuring all new employees are enrolled in the EPN program including accessing DMV system to verify valid driver's licenses. Processes CalATERS System Authorization Forms to add employees to the system.
- 10% Back-up for processing the annual State Bar Dues payments for Department attorneys. Maintain department credit card safe and distribute cards as needed.
- 10% Prepares memos, letters, written reports and correspondence using Word. Creates spreadsheets, downloads and fiscal documents utilizing Excel software and Access Database. Prepares presentations using PowerPoint software. Respond verbally or in writing to inquires from department staff and vendors.
- 5% Acts as liaison between numerous control agencies and programs within the Department. Frequent contact with Accounting Administrators, Department Managers and the Budget Office.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date