

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Senior Accounting Officer (Supervisor)		WORKING TITLE Senior Accounting Officer (Supervisor)		
PROGRAM NAME Office of Fiscal Services		UNIT NAME Travel Services		
ASSIGNED SPECIFIC LOCATION Sacramento			POSITION NUMBER 400 – 106-4569-037	
BARGAINING UNIT S01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general supervision of an Accounting Administrator I, the Senior Accounting Officer (Supervisor), supervises the staff responsible for professional accounting duties in the establishment and maintenance of accounts and records within the Travel Services Unit. Duties include, but are not limited to, the following:

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

Percentage of Time Spent	Duties Essential Job Functions
40%	Supervises and directs the work activities of the Travel Services Unit (TSU) which is responsible for timely processing and approving of the departments travel claims and expenses in California Automated Travel Expense Reimbursement System (CalATERS). Researches and resolves sensitive and complex travel issues related to rules and requirements issued by control agencies, State Controller’s Office, Financial Information System for California (FI\$CAL) and California Department of Human Resources (CalHR), to ensure employee travel claims and accounting transactions are processed accurately utilizing the State Administrative Manual, Government Code and the State's Memorandum of Understandings, if applicable. Serves as a subject matter expert for staff within the unit. Communicates with staff to obtain information and documents required to process (TEC) Travel Expense Claims. Consults with the CalHR Travel Manager, Labor Relations Officers and Program Managers for travel related inquiries regarding Travel and Policy.
40%	Performs daily reconciliation of processed CalATERS batch with regular vouchers interfaced in FI\$CAL utilizing the FI\$CAL Reports and CalATERS Reporting to resolve any discrepancies and reconciling items. Identifies and tracks payments on hold and records payment data, as necessary to complete the transaction in FI\$CAL. Reviews and approves travel advance requests and processes them in FI\$CAL. Sends memos to collect travel advance balance dues from employees. Provides technical and professional assistance to subordinate staff and resolves complex accounting issues with departmental staff and Control Agencies. Directs and monitors the work activities of the unit in relation to setting up Travel Concur accounts, Citibank Government Travel Cards and State Bar Dues reimbursement payments. Coordinates and acts as a liaison between the Accounting Units, Budget Office, DIR Programs, CalHR Travel Manager, and outside agencies to resolve

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	complex travel related issues, including Relocation Reimbursements, Travel, and Telework Program policy changes and procedures. Verifies that Excess Lodging Requests meet departmental and CalHR rules and regulations. Prepares and provides statistical and financial reports, as requested by program or management.
15%	Develops, maintains and updates business processes and documentation and desk procedures using CalATERS and the Financial Information System for California (FI\$CAL). Responsible for the development and coordination of training materials to train departmental staff on TSU functions, as necessary. Prepares timely probationary reports and performance appraisals for the travel unit duties and functions performed by each staff and initiates disciplinary actions, as necessary. Participates in interviews and personnel hiring process to accomplish the goal of the units. Works cooperatively with management and subordinate staff to set and track unit expectations, address accounting issues, enhancements and the implementation of new processes as they relate to the unit's duties and responsibilities.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other job-related duties as assigned, including serving as a back-up in the Travel Service Unit to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload for operational continuity.

Conduct, Attendance, and Performance Expectations

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 skill 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

Primarily from the Accounting Administrator I but may also receive indirect supervision from the Accounting Administrators II and III.

Supervision Exercised

Supervises Accounting Officer (Specialists) and Accountant Trainees.

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

Work Environment

The incumbent is expected to work 40 hours per week in an office setting, air-conditioned, high rise building in a cubicle with temperature control, natural and artificial lighting.

Special Requirements/Other Information

N/A

Physical Abilities

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Daily access to and use of a personal computer and telephone is essential. Typical work requires prolonged computer, telephone usage and interaction with co-workers. Being in a stationary position for long periods of time.

Additional Requirements/Expectations

The incumbent requires excellent computer skills (Word and Excel) writing skills; the ability to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility; and the ability to assist with multiple projects. This position requires the ability to work under pressure to meet deadlines.

Personal Contacts

The incumbent will have daily contact with Accounting staff and also interacts with DIR programs and divisions, the public, and local, State or Federal agencies.

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

JV

4/6/2026

C&S Analyst Initials

Approval Date