

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Accountant Trainee

POSITION NUMBER:

800-623-4179-703

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

Administration/Fiscal Systems and Accounting Branch

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

Accounting & Reporting/County Claims & Cash/Cash Unit

SUPERVISOR'S NAME:

ROSALIE BRADLEY

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 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 close supervision of the Accounting Administrator I, Supervisor (AAI-Sup), the Accountant Trainee (AT) performs professional accounting duties while receiving training within the Cash and Cashiering Unit. The AT learns to perform various accounting functions as they relate to the maintenance and uniformity of the financial reporting for the revenues, expenditures, reimbursements, transfer of funds and appropriations in accordance with federal and state rules and regulations.

A. RESPONSIBILITIES OF POSITION:

- 45% Learns to perform the full complement of recording cash receipts to the Financial Information System for California (FI\$Cal) including, but not limited to: reconcile the report of collections; maintain and clear the Uncleared Collections Report; dishonor checks; prepare supplemental checks and deposits; prepare refunds; establish accounts receivables; reconcile accounts receivables; preparing delinquent letters; write off accounts receivables; makes necessary corrections in the Licensing Information System; and corresponds with internal and external customers at various levels to resolve discrepancies. Ensure the cash receipts are posted on a daily basis.
- 20% Learns to coordinate and perform the monthly fund reconciliations for assigned funds between FI\$Cal reports and the State Controller's Office (SCO) reports. Learns to review and analyze expenditures against allotments and resolves any discrepancies of the funds by working with program and budget staff. Provides assistance to other staff in the resolution of fund reconciliation discrepancies. Learns to analyze and review appropriation balances of all funds to ensure the cash transfer balances are accurate. Learns to correct and post any necessary transactions to control agencies and Department records.
- 15% Research and correct deposit issues including remittances and adjustments to ensure accurate and timely reporting of Cash. In a training capacity, assists in the development and enhancement of the FI\$Cal.
- 10% Learns how to coordinate the preparation of year-end tasks including, but not limited to, preparing, reviewing and correcting year-end financial statements and other reports required by the Department of Finance and SCO.
- 10% Other duties as needed to support the Accounting & Fiscal Systems Branch (AFSB).

B. SUPERVISION RECEIVED:

The AT receives close supervision from the AAI-Sup. The AT is responsible for the timely completion of assignments in an acceptable format and apprising the supervisor of workload status on an ongoing basis..

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AT works closely with other sections within the AFSB, the Department, other state agencies, control agencies and has contact with local government agencies and the public.

E. ACTIONS AND CONSEQUENCES:

Accurate and efficient work is necessary to maintain and ensure the Department's financial operations and prepare year-end 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 the Department's ability to operate critical human services programs.

F. OTHER INFORMATION:

The AT must have excellent analytical, written and verbal communication and analytical skills, customer service and follow-through skills. The AT must be able to work well under pressure and be able to use sound judgment to adjust workload in order to meet deadlines. The AT may also be required to learn various duties within the County Claims & Cash Section to provide team coverage during heavy workload periods.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Accounting Officer, Specialist

POSITION NUMBER:

800-623-4546-703

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

Finance & Acct Division/Fiscal Systems and Accounting

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

Accounting & Reporting/County Claims & Cash/Cash Unit

SUPERVISOR'S NAME:

ROSALIE BRADLEY

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 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, Financial Information System for California (FI\$Cal). Maintain the fiscal integrity of the 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 the Accounting Administrator I, Supervisor (AAI-Sup), the Accounting Officer, Specialist (AO-Spec) is responsible for accounting duties of average difficulty. The AO-Spec utilizes accounting knowledge and analytical skills for the County Claims & Cash Section. The AO-Spec performs various accounting functions as they relate to the maintenance and uniformity of the financial reporting for the revenues, expenditures, reimbursements, transfer funds and appropriations in accordance with federal and state rules and regulations.

A. RESPONSIBILITIES OF POSITION:

- 45% Performs the full complement of recording cash receipts to the Financial Information System for California (FI\$Cal) including, but not limited to: reconcile the report of collections; maintain and clear the Uncleared Collections Report; dishonor checks; prepare supplemental checks and deposits; prepare refunds; establish accounts receivables; reconcile accounts receivables; preparing delinquent letters; write off accounts receivables; makes necessary corrections in the Licensing Information System; and corresponds with internal and external customers at various levels to resolve discrepancies. Ensure the cash receipts are posted on a daily basis.
- 20% Coordinates and performs the monthly fund reconciliations for assigned funds between CALSTARS reports and the State Controller's Office (SCO) reports. Reviews and analyzes expenditures against allotments and resolves any discrepancies of the funds by working with program and budget staff. Provides assistance to other staff in the resolution of fund reconciliation discrepancies. Analyzes and reviews appropriation balances of all funds to ensure the cash transfer balances are accurate. Correct and post any necessary transactions to control agencies and Department records.
- 15% Research and correct deposit issues including remittances and adjustments to ensure accurate and timely reporting of Cash. Assist in the development and enhancement of the FI\$Cal.
- 10% Assist other staff with their monthly reconciliations as needed. Coordinates the preparation of year-end tasks including, but not limited to, preparing, reviewing and correcting year-end financial statements and other reports required by the Department of Finance and SCO.
- 10% Other duties as needed to support the Accounting & Fiscal Systems Branch (AFSB).

B. SUPERVISION RECEIVED:

The AO-Spec receives general supervision from the AAI-Sup.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AO-Spec works closely with other sections within the AFSB, the Department, other state agencies, control agencies and has contact with local government agencies and the public.

E. ACTIONS AND CONSEQUENCES:

Accurate and efficient work is necessary to maintain and ensure the Department's financial operations and prepare year-end 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 the Department's ability to operate critical human services programs.

F. OTHER INFORMATION:

The AO-Spec must have excellent analytical, written and verbal communication and analytical skills, customer service and follow-through skills. The AO-Spec must be able to work well under pressure and be able to use sound judgment to adjust workload in order to meet deadlines. The AO-Spec may also be required to learn various duties within the County Claims & Cash Section to provide team coverage during heavy workload periods.