



## DUTY STATEMENT

<b>CLASSIFICATION</b>	<b>DIVISION</b>
Senior Accounting Officer (Specialist)	Administrative Services
<b>WORKING TITLE</b>	<b>UNIT</b>
Senior Accounting Officer (Specialist)	Fiscal Accounting Services Unit
<b>POSITION NUMBER</b>	<b>COLLECTIVE BARGAINING UNIT</b>
016-150-4567-011	R01
<b>EMPLOYEE NAME</b>	<b>EFFECTIVE DATE</b>

**CSD Mission:**

The mission of the Department of Community Services and Development (CSD) is to improve the economic security of vulnerable Californians through programs and partnerships that support the state’s diverse communities.

**Position Summary:**

Under general supervision of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) performs independently the more difficult accounting duties which requires an understanding of accounting principles and procedures; governmental accounting; budgeting, the uniform accounting system; financial organization and procedures of the State of California and related laws; Federal rules and regulations; principals of business management; principles of public finance; and business law. The position has contact with the Executive Staff, Chief Fiscal Officer, Budget Officer, Contract Manager, Federal Agencies and State control agencies including auditors. The Senior Accounting Officer (Specialist) is responsible for the Approval of expenditure transactions processed through Financial Information System of California (FI\$Cal) to ensure payments are in accordance with statutory, regulatory, and management requirements. Duties include, but are not limited to the following:

**Essential Functions:**

- 35% Review and reconcile monthly Procurement Card (P-Card) transactions against credit card statement and key P-Card voucher payment. Ensure timely submittal of P-Card transaction in FI\$Cal and supporting documentation to accounting. Perform monthly reconciliation of contract balance worksheet against PARC project balances; identify discrepancies and work with encumbrance desk and Procurement Services Unit (PSU) to correct errors on the Local Assistance Payment Log, in FI\$Cal, and Payment Audit Report Contract (FMM/PARC). Build monthly commitment control pivot tables for the systems unit. Perform analysis of clearing account and direct expenditures and provide needed corrections to management. Perform analysis of monthly journal vouchers for correction. Perform complex journal voucher corrections in FI\$Cal and resolve vouchers denied by the State Controller’s Office (SCO) auditors. Perform the reconciliation of local assistance contracts closeouts to validate fiscal data in Contract Payment Logs, FI\$Cal, FMM/PARC, and Expenditure Activities Reporting System (EARS) systems to validate the financial records within the accounting and program systems. Reviews monthly contract payment reconciliation to maintain and reclass advance

payments, advance repayments, and prepayment general ledger accounts. Perform corrections of reconciling items in FI\$Cal through journal vouchers in the Accounts Payable sub-module or journal entry in the General Ledger module.

35% Responsible for local assistance, state operations, travel, and Office Revolving Fund payments. Reviews and approves vouchers for FI\$Cal, validating vouchers for correct appropriation, vendor, and address information. Ensures invoices are appropriate, supported, and the amounts from corresponding Payment Logs, match the amounts requested for voucher payments. Researches and resolves the most complex/difficult transaction corrections. Coordinates with other units within the department and control agencies for resolution of payment issues as needed. Submits tickets to Fiscal Service Center to resolve voucher transactions issues. Performs analysis of the Voucher Activity queries to proactively resolve potential payment issues to suppliers or inadequate funding from the department appropriations. Runs weekly Accounts Payable (AP) voucher queries to review and resolve outstanding vouchers not sent to the General Ledger. Monitors the interfaced manual vouchers to ensure SCO completion and the Department of Community Services and Development (CSD) reclassification. Review and approve weekly Utility Assistance voucher upload and reconcile against Home Energy Assistance Program (HEAP) reconciliation spreadsheet. Review, approve, and sign manual and expedited claim schedules submitted to SCO. Review and approve journal vouchers submitted by staff. Review and reconcile the Office Revolving Fund (ORF) bank statement against FI\$Cal system and trial balance reports. Review and reconcile late payment penalty calculations in accordance with Department of General Services (DGS) policy and submit payment requests to the Disbursements Unit if necessary. Review and reconcile departmental grant balances against expenditure activity in FI\$Cal.

25% Assist with employee travel request for advances and expenses. Update Disbursement Unit procedures to align with state policy and current business processes. Create FASU Pay Logs and Contract Balance Spreadsheets. Act as unit lead to cover Disbursements Unit tasks.

**Marginal Functions:**

5% Perform other duties as required and consistent with department needs in alignment with the Senior Accounting Officer (Specialist) class specifications. Participate in activities that contribute to professional growth and development.

**Supervision Received:**

The Senior Accounting Officer (Specialist) receives direct supervision from the Accounting Administrator I (Supervisor) and may receive guidance from the Accounting Administrator II or Chief Financial Officer.

**Supervision Exercised:** None.

**Personal Contacts:**

The Senior Accounting Officer (Specialist) will have routine contact with departmental staff and/or management, control agencies such as the State Controller's Office, Treasurer's Office, or Department of Finance, and, on occasion, federal agencies.

**Responsibility for Decisions and Consequences of Error:**

Failure to perform the functions of this position timely and in accordance with established laws, rules, policies, and procedures may result in untimely or inaccurate payments to vendors and staff, misleading or incorrect information for decision-making by management, incorrect and/or incomplete postings made in FI\$Cal. It may result in the loss of funding to the department, poor services to the department staff and potential audit findings.

**Conduct, Attendance, and Performance Expectations**

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (both orally and in writing) and with tact in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

This position performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time; and submits time sheets by the due date.

**Working Conditions:**

- To promote collaboration, team cohesion, and employee development, CSD operates on a hybrid schedule in accordance with both Statewide and CSD's Telework Policies.
- Work at an alternate work location must be conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework.
- Work performed in the office is in a climate-controlled building with both natural and artificial lighting.
- Work requires sitting for an extended period using a personal computer and the use of standard office equipment, such as phones, copiers, or scanners.
- Occasional travel may be required to attend meetings, training, and other job-related events.

**Competencies:**

- Leadership – Creates a sense of direction, purpose, and momentum for the organization's mission. Creates a positive work environment offering clarity around goals and objectives and ensuring that those who are led work collaboratively to achieve results.
- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Communication – Listens, writes, and presents ideas, opinions, and information in diverse situations.

- Resilience – Overcomes challenges, does the job, and remains optimistic under pressure and adversity.
- Diversity and Inclusion – Works effectively in an inclusive workplace where individual differences and perspectives are respected and leveraged to achieve organizational goals.
- Innovative – Demonstrates curiosity, develops new insights, considers creative approaches and applies novel solutions.
- Interpersonal Skills – Interacts positively with courtesy, sensitivity and respect with a variety of individuals and makes every effort to understand and relate to others.
- Collaboration - Develops, maintains, and strengthens relationships while working together to achieve results.
- Digital Fluency – Use technology effectively in the performance of one’s job. Includes the integration and acceptance of new technology when appropriate.
- Accountable – Makes decisions and remains accountable for those decisions.
- Reliable – Understands the importance of meeting deadlines and following through on commitments.

**Special Requirements:**

Travel within Sacramento County up to 5% of the time, by the most cost-effective methods of transportation, to complete necessary training.

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**Employee Acknowledgement:**

*I have read and understand the duties and requirements listed above. I am able to perform these duties with or without reasonable accommodation. (If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from CSD Human Resources, Reasonable Accommodation Coordinator.)*

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Employee Signature

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Date

**Supervisor Acknowledgement:**

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.*

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Supervisor Signature

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Date

**Supervisor:**

After signatures are obtained, make 3 copies:

- Send a copy to CSD HR ([csd.hr@csd.ca.gov](mailto:csd.hr@csd.ca.gov))
- Provide a copy to the Employee
- File a copy in the Supervisor’s drop file