



## 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, Cash Management 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) independently performs the more difficult professional accounting duties which requires an understanding of accounting principles and procedures, governmental accounting and budgeting, the uniform accounting system, procedures of the State of California and related laws, rules and regulations, principles of business management, public finance, and business law. This position controls the details of the departmental funding and expenditure activities and at times is given broad discretion in the solution of problems. The position has contact with the Accounting Administrator II, Budget Officer, Contract Manager, Federal Agencies and State control agencies including auditors. The Senior Accounting Officer (Specialist) oversees and reconciles financial transactions of the Department to ensure reporting is accomplished in accordance with statutory, regulatory, and management needs. Duties include, but are not limited to the following:

**Essential Functions:**

- 35% Serves as the department accounting liaison with the Federal Government. Monitor grant awards from Federal agencies and develop grant balance spreadsheets for grant tracking purposes. Review, analyze, and reconcile monthly Financial Information System of California (FI\$Cal) reports using queries from various sub-modules along with drawdown source documents to verify the accuracy of transactions posted for obligations, expenditures, abatements, revenues, and cash on hand used for the department’s federal grants. Resolve discrepancies identified during reconciliation and take necessary corrective actions. Request the appropriate staff, Federal and State Agencies, for the corrections required to bring the accounting system and financial records to balance. Analyze, reconcile, and compile the federal grant activities for the preparation and submittal of the SF-425 Federal Financial Reports (FFR) for the department’s programs within the due dates as required by Federal agencies. Compile, analyze, and prepare complex monthly DOE reports to track expenditures by budget line items for reporting into the DOE’s PAGE system. Develop and prepare quarterly and yearly reports to reconcile

and track expenditures recorded for state operation and local assistance. Reconcile, analyze, and review that the federal grant expenditures are properly recorded prior to the drawdown requests and process weekly cash transfers from federal PMS and ASAP systems to state appropriation accounts. Prepare monthly projections to prevent grants from being overspent. Review and analyze the accuracy of LIHEAP, CSBG, DOE, and supplemental grant drawdown requests ensuring funds are drawn from the proper grant award based on the FI\$Cal voucher query reports.

- 30% Monitor and reconcile revenues posted on the Grant Balance Spreadsheet against federal system records and FI\$Cal reports to ensure accuracy. Compile, analyze, and prepare complex and detailed cash analysis reports for management to monitor the available balance for all open grants monthly. Perform monthly reconciliation of the federal grants to identify discrepancies between the receipts reported to SCO and expenditures captured in FI\$Cal Account. Monthly analyze and prepare complex reconciliations for drawdown, expenses, and authority. Review and identify the unobligated funds for each federal grant. Perform analysis, review, and approval of FI\$Cal journal entry corrections in General Ledger Module to ensure postings are recorded with the proper chart field codes. Perform weekly review of FI\$Cal sub-modules to ensure transactions are valid, budget checked and posted to the General Ledger (GL) module.
- 15% Serve as unit lead, providing feedback and support to lower-level staff in processing expenditure and revenue corrections. Sign for the receipt of general cash and/or warrants from Business Services and approve deposits. Review various account receivable request source documents and approve invoices. Analyze and track billed and unbilled grant returns, determine total funds to be reverted to the feds, and oversee federal refund process. Review and approve FI\$Cal Purchase Orders, Journal Entries, and Cash Transactions as back up for Cash Management Unit.
- 15% Perform reconciliations to assist Budget Analyst in gathering, analyzing, and preparing departmental budget reports. Coordinate with Budget Unit to ensure the unobligated federal amounts tie to the reported LIHEAP allowable carryover amounts after the first year of the grant award. Assist Accounting Administrator I (Specialist) with Year-End adjustments and financial reports. Serve as back up to Accounts Receivable desk.

**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, Chief Financial Officer and/or Deputy Director of Administrative Services.

**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 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.

**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