

☒ Current
☐ Proposed

Civil Service Classification: Senior Accounting Officer (Specialist)
Working Title: Senior Accounting Officer (Specialist)
Division Branch Name: Division of Administrative Services/Office of Finance & Administrative Operations/Accounting Management Section
Incumbent: Vacant
Position Number: 797-634-4567-003
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-Exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA, and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

Under the general direction of the Accounting Administrator I (AA I), within the Office of Finance & Administrative Operations (OFAO), Accounting Management Section (AMS), the Senior Accounting Officer (Specialist) performs the more difficult accounting functions for the California Department of Aging (CDA) and the California Commission on Aging (CCoA). The tasks require a high level of analytical and communication skills and independence of action in carrying out the responsibilities. The incumbent is responsible for processing the more difficult state operations payments, payment reporting and tracking, processing travel advances and expenses, year-end, and other miscellaneous tasks. These duties are broadly defined as follows:

ESSENTIAL JOB FUNCTIONS:

35% Payment Processing, Reconciling, and Correspondence for State Operations Team

Independently coordinates, prepares, codes, and processes high volume vouchers in the Financial Information System for California (FI\$Cal) for submission to the State Controller's Office (SCO) for State Operations payments to ensure timely and accurate disbursement to vendors and service providers, using FI\$Cal Encumbrance Reports, Accounts Payable queries, and departmental procedures, as directed by daily, weekly, and monthly processing schedules and based on invoices received from program staff. Audits and reconciles complex payment vouchers to ensure coding is in compliance with state regulations when processing the FI\$Cal Encumbrance Report and Accounts Payable queries for appropriateness and validity. Reports outstanding issues to the AA I to obtain resolution guidance and maintain the integrity of financial transactions, as issues are encountered during voucher preparation. Reviews, analyzes, and posts SCO journal entries in FI\$Cal for direct transfers from various departments (Department of General Services, Office of the Attorney General, etc.) and other miscellaneous transfer expenditures to ensure proper processing per CDA's Charts of Account. Submits journal entries to the AA I for review and approval to meet internal requirement and standards. Act as a lead over the AO (Specialist), to provide guidance with FI\$Cal entries and other payable inquires, per CDA's internal processes.

25% Payment Reporting and Tracking

Independently maintains and improves complex payment and expenditure tracking spreadsheets for the Department's state operations team to support monitoring and reporting per CDA's internal processes, Generally Accepted Accounting Practices, and State Administrative Manual. Updates spreadsheets for contracts/vendors. Reviews CDA and CCoA monthly expenditure reports; analyzes and processes expenditure corrections; tracks reimbursable expenditures for various purchase orders and contracts; adjusts entries within FI\$Cal for abatement and reimbursement to identify necessary corrections and ensure payment accuracy in accordance with monthly close cycles and as directed by management. Submits corrections for review by AA I for review and approval to meet internal requirement and standards. Provides state operation expenditure reports as requested by management.

25% Processing Travel Advances and Expenses

Processes travel advances and travel expense claims that are submitted in the California Automated Travel Expense Reimbursement System (CalATERS), manual travel expense claims, and from the Office Revolving Fund (ORF) for both CDA and CCoA, to ensure compliance with state travel policy and as directed by management. Reviews, analyzes, and authorizes the issuance of agency checks and supporting documentation for travel, salary, and expense advances from the ORF, to ensure compliance with disbursement procedures per State's standards, prior to submitting to the AA I for final approval. Reconciles travel statements to Agency records and FI\$Cal to ensure accuracy as part

of month-end close process. Correspond with the respective vendor(s) to reconcile any outstanding discrepancies and issue payment for the Department's US Bank card to ensure timely process and maintain proper cash flow per CDA's internal process. Reviews, analyzes, and reconciles CDA's Uber Account and Virtual Card Number accounts monthly to ensure CDA's procedure is in compliance to State's travel regulations. Reviews new travel bulletins to ensure compliance with payment of travel expense claims and advances.

10% Year-End Responsibilities

Assists General Ledger in the preparation of Year-End financial statements by reviewing and setting up accounts payable accruals and adjusting entries within FI\$Cal, to ensure FI\$Cal and SCO's year-end deadlines are met. Submits expenditure accruals to AA I for review and approval before submitting to the system desk for posting. Attends CDA, Department of Finance, and FI\$Cal year-end meetings and training to stay current on procedures and regulatory changes, as scheduled by management and control agencies.

MARGINAL JOB FUNCTIONS:

5% Miscellaneous Responsibilities

Attends and participates in Accounting Management Section, other CDA, and external meetings and training. Performs other related duties, as assigned.

TRAVEL: Not required

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunities to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers

have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☒ Duties meet class specifications and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: KG Date Approved: 6/12/2025

Revision Date (if applicable): _____