



DUTY STATEMENT

EMPLOYEE VACANT		RPA # / JOB CONTROL # 26-080 / JC-515738	
POSITION NUMBER 040-420-4546-004	CLASSIFICATION Accounting Officer (Specialist)	WORKING TITLE Cashier/Accounts Receivable Specialist	
DIVISION Administration	SECTION/UNIT Accounting	CBID R01	WWG 2
WORK DAYS Monday - Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? Yes No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CaIVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CaIVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CaIVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CaIVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I 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 the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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GENERAL STATEMENT

Under the supervision of the Accounting Administrator 1 (Supervisor), the Accounting Officer (Specialist) will perform a variety of professional accounting duties of average difficulty associated with cashiering/deposit functions including but not limited to analyzing, researching, and classifying receipts, recording receipts/deposits in Fi\$Cal and Access, reconciling receipts between various systems and preparing cash remittance to state treasury; tracking, maintaining and reconciling uncleared collection and transactions in escheats revenue account, processing refund & buyback dishonored checks requests, processing redeposit of returned warrants, tracking receipts in the Children's Trust Fund and making requests for fund disbursement to the counties on a quarterly basis. The incumbent ensures the safeguarding of assets and ensures compliance with fiscal and accounting policies applicable to the job. All work is completed by utilizing the California Department of Human Resources (CalHR) laws and rules, the California Victims Compensation Board (CalVCB) rules, General Accounting Accepted Principles (GAAP), State Controller's Office (SCO) rules and regulations, State Administration Manual (SAM), State Government Code and Statutes, CalVCB Administration and internal operations manuals utilizing the Financial Information System for California (Fi\$Cal), Microsoft Office, meetings, one-on-ones, telephones, and emails.

**PERCENTAGE
OF TIME
SPENT****DUTIES****%****ESSENTIAL JOB FUNCTIONS**

45%

Responsible for processing daily cash receipts for all funds; Analyze, research, and resolve cash receipts issues and discrepancies related to the remits; Post all related journal entries to Fi\$Cal; Research source documents and process transaction request letter corrections as needed; Prepare coding to record the revenues, post accounts receivables transactions in the accounting system;

Process, code, post and reconcile electronic fund transfers, direct transfer receipts; Work with internal or external customers to resolve warrants received in error;

35%

Responsible for reconciling monthly the revenue receipted for all funds. The reconciliation includes, but not limited to, verifying deposits posted to the correct revenue source, revenue posted ties back to the total daily deposits, revenue reflected in Fi\$Cal reports are accurate, and research and analyze all reconciling items and post corrections in the subsequent month when possible.

Prepare forms and provide copies of abatement receipts to accounts payable section to make adjustments on vendor accounts; Provide daily cash receipts report and various revenue reports to manager as requested; Answer inquiries from external and internal customers. Provide check deposit info to various units pertaining to payments and deposits made that impact other programs.

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15%	<p>Responsible for researching returned or undeliverable warrants/checks to either redirect or redeposit.</p> <p>Reconcile all tracking, maintaining and reconciling uncleared collection and transactions in escheats revenue account</p> <p>Process refund and buyback dishonored check requests</p> <p>Process check traces, pull State Controller's Office warrant requests, stop payments, research stale dated warrant issues, and requests replacement/damaged check requests where applicable.</p> <p>Process the Children's Trust Fund deposits and pass through payments to the counties. Prepare letters and claim schedules to request checks to be sent out to the counties quarterly.</p>
%	<u>MARGINAL JOB FUNCTIONS</u>
5%	Attend team meetings; Prepare and submit reports to management as requested; Back up other accounting desks when necessary; Other special assignments as assigned.

DESIRABLE QUALIFICATIONS

- Ability to interpret Federal guidelines on cost accounting principles and procedures and SAM guidelines related to full cost recovery of State expenditures.
- Possess strong analytical, verbal and written communication skills.
- Knowledge of the State accounting processes and strong CALSTARS and FI\$Cal knowledge and skills.
- Knowledge of the year-end process and GAAP reporting requirements.
- Ability to multi-task and be proficient with computer and software applications including Microsoft Excel and Word.
- Ability to analyze data, draw sound conclusions, and adopt an effective course of action.
- Ability to communicate clearly and professionally with co-workers and management.
- Ability to work under time constraints and meet deadlines.
- Ability to perform completed staff work.

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PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Maintain a high level of confidentiality and discretion involving sensitive information
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Follow through and ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.