

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Administrative Services		<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION:</b> Accounting Office/Accounts Payable - Travel Unit		<b>CLASS TITLE</b> Senior Accounting Officer (Supervisor)-Sr.AO (Sup)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.		<b>PHYSICAL WORK LOCATION</b> Sacramento
<b>INCUMBENT (If known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-405-4569-001
<p>You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.</p>		
<p><b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b> Under the general direction of the Accounting Administrator I (Supervisor) (AA II (S)), the incumbent will coordinate, manage, and direct the work of professional accounting staff in the Accounts Payable Section, Travel Unit. The incumbent will apply knowledge of Generally Accepted Accounting Principles (GAAP) and various control agency policies and procedures for the California Public Utilities Commission (CPUC) Travel Expense Claims (TEC) and Training &amp; Travel Advances (TTA).</p>		
<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
35%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Coordinates, plans, directs, and manages a diverse group of professionals in the Travel Unit. Coordinates, monitors, and prioritizes staff workload, reviews work for adherence to GAAP, State Controller's Office (SCO) and State Administrative Manual (SAM) guidelines and applies second level approval to all work. Reviews CalATERS Global Travel Expense Claims Reimbursement (TEC) for conformity with California Department of Human Resources (CalHR) rules and regulations and travel reimbursements in accordance with SAM. Ensures a high degree of product and service quality, timely deliverables, and conformance with state statutes and requirements, client/customer satisfaction and instill a culture of service. Determines the applicable rules and regulations needed to resolve items claimed for reimbursements.</p> <p>Approves travel expenses claims after verifying the validity of the claim and ensures that all necessary supporting documentation is provided to CPUC, Accounting Office. Reviews of vouchers for Commuter Checks &amp; Citibank. Coordinates through Financial Information System for California (FI\$Cal), reviews Enterprise Rental Car gas charges and bills to appropriate employees; and tracks repayment of gas charges.</p>	
30%	<p>Accounts Payable Functions – Reviews and audits Office Revolving Fund (ORF). Ensure the issuance of ORF checks for travel, salary, and miscellaneous advances are done timely and in accordance with policy. Review and approve the reconciliation of ORF checks issued and processed to the check log of authorized checks signed; monitor, project and prepare the monthly check usage reports. Works collaboratively with other accounting staff when necessary. Updates Travel Processes, Policies and Procedures. Analyzes, recommends, and disseminates changes in policies. Drafts policy memos to be issued to Departmental employees. Processes Out of State and Relocation Travel Expense Claims. Monitors Accounting Records postings against accounting records for compliance with budgets and fund classification. Monitors spend monthly at the appropriation, program and element level and report any issues to the AA II (S) and the Budget Manager, and ensure all reconciling items are corrected timely.</p>	

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	<p>Meets regularly with Accounts Payable (AP) and Cashiering managers to discuss cash and appropriation balances. Provides reports as necessary to Fiscal-Accounting Managers, Public Purpose Program Committees, Division Management and Budget Manager.</p>
15%	<p>Performs administrative duties such as recruiting, interviewing, and hiring staff to fill vacancies; preparing and evaluating employees and completing performance appraisals and probationary reports; taking action as necessary to initiate disciplinary proceedings and adverse action; performing other administrative and supervisory duties as required. Provides training and development opportunities for staff.</p>
15%	<p>Coordinates Accounting Units activities for fiscal year-end; Coordinates accruals with Accounting Unit staff, provides support to Accounting Office Manager in creating year-end plan; reviews year-end closing entries; and works closely with other Accounting Office staff in coordination year-end closing activities. Provides support and assistance to various Accounting Office staff during year-end closing process, including Creation of revenue accruals; Assisting with creation of new files; and File destruction according to retention schedule. Attends meetings, outreach events, and seminars relevant to the programs and operations of Travel Unit and to the CPUC employees.</p>
	<p><b><u>MARGINAL FUNCTIONS:</u></b></p>
5%	<p>Assists other accounting staff as necessary, including, but not limited to; reviewing batches, input keying of transactions, and approving batches keyed by staff for release in FI\$Cal. Coordinate with other accounting managers and supervisors, work on special projects. Other job-related duties as required.</p>
	<p><b><u>KNOWLEDGE AND ABILITIES</u></b> <i>[From Class Specs]</i></p> <p><b>Knowledge of:</b> Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law. Principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p><b>Ability to:</b> Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively. Plan, organize, and direct the work of others; effectively contribute to the department's affirmative action objectives.</p> <p><b><u>Special Personal Characteristic</u></b></p> <p>Ability to qualify for a fidelity Bond.</p>

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<p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• Ability to maintain a moderate workload with frequent interruptions, while maintaining a positive, professional demeanor to both Accounting Office and CPUC staff, as well as external customers.</li> <li>• Must maintain consistent and acceptable attendance.</li> <li>• Must be willing to work irregular hours, nights, and/or weekends to meet the Department’s business needs.</li> <li>• Occasional travel that may include overnight, weekends and several days at a time.</li> </ul>		
<p><b>SUPERVISOR’S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b></p>		
<p>SUPERVISOR’S NAME (Print) Brian Li</p>	<p>SUPERVISOR’S SIGNATURE</p>	<p>DATE</p>
<p><b>EMPLOYEE’S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b></p>		
<p><b>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</b></p>		
<p>EMPLOYEE’S NAME (Print)</p>	<p>EMPLOYEE’S SIGNATURE</p>	<p>DATE</p>