

DUTY STATEMENT

DSH3002 (Rev. 11/2022)


 California Department of
State Hospitals
Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date TBD
Employee Name Vacant		Division Administrative Services		
Position No / Agency-Unit-Class-Serial 461-250-4546-703		Unit General Ledger Unit		
Class Title Accounting Officer (Specialist)		Location Sacramento		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R01	Work Week Group: 2	Pay Differential N/A Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under general supervision of the Accounting Administrator I – Supervisor, the Accounting Officer (Specialist) is responsible for performing professional duties of average difficulty and requires an understanding of the newly implemented Financial Information System for California (FI\$Cal) processes which include but not limited to departmental wide State Hospitals fund reconciliations. This position also assists with performing year-end closing activities and maintains Department of State Hospitals (DSH) Fixed Asset accounts.				
% of time performing duties	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; percentage must total 100%. (Use additional sheet if necessary).			
35%	Performing reconciliations of DSH all fund reconciliations. Prepare Budgetary/Legal Year-End reports and accruals. Analyze and verify resultant reports and queries for accuracy, completeness, and conformance in accordance with the State Controller's Office (SCO). Assist in preparing Plan Financial Adjustment (PFA) Reconciliation and submission PFA letters to SCO. Reconcile Fixed Asset accounts; research and work with Asset Management Team in identifying and resolving discrepancy.			
35%	Reconcile statewide Special Repair and Capital Outlay projects with Department of General Services (DGS) monthly status reports. Review and verify funding information on drafted copies of Form 22/220 (Public Works Project Authorization and Transfer Request) prior to DGS finalizes and routes for signatures. Ensure accuracy of Direct Transfer Lease Rental payment and coordinate with DGS to resolve discrepancy. Review FI\$Cal reports for invalid entries, accounts, and abnormal balances for prompt corrective action.			
25%	The incumbent will assist in identifying and researching invalid entries, accounts, errors, and abnormal balance and promptly adopt corrective action to resolve them. Review and reclass journal entries and direct transfers. Update and maintain logs, such as the SCO Journal Entry log.			

5%	Other Accounting Officer duties as required, including but not limited to backing up other desks and assisting supervisor in researching, and completing special projects.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee's Signature _____ Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date