



## DUTY STATEMENT

<b>CLASSIFICATION</b>	<b>DIVISION</b>
Accounting Officer (Specialist)	Financial Services
<b>WORKING TITLE</b>	<b>UNIT</b>
Accounting Officer (Specialist)	Disbursements
<b>POSITION NUMBER</b>	<b>COLLECTIVE BARGAINING UNIT</b>
016-150-4546-002	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 Accounting Officer (Specialist) performs professional accounting duties of average difficulty, which requires an understanding of 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, principles of public finance, and business law. This position controls the details of the departmental funding and expenditure activities and, at times, will be given broad discretion in the solution of problems. The Accounting Officer (Specialist) reviews and approves expenditure transactions processed through vouchers to ensure payments are in accordance with statutory, regulatory, and management requirements. Duties include, but are not limited to the following:

**Essential Functions:**

- 35% Review and approve vouchers in the Financial Information System of California (FI\$Cal) validating vouchers for correct appropriation, vendor, and address information. Ensure invoice payments are appropriate, supported, payment amounts correspond to Payment Log entries, and payments are issued within 45 days of receipt. Certify and approve vouchers for electronic submittal to the State Controller Office (SCO) for payment. Print, assemble, review, approve, and sign manual and expedited claim schedules for submission to SCO for payment. Research and resolve the more complex/difficult Fi\$Cal transaction errors and SCO claim schedule cuts as needed. Coordinate with other units within the department and control agencies to resolve payment issues as needed. Assist staff with voucher transaction errors in FI\$Cal and vouchers denied by SCO auditors. Update voucher approval tracking log with the SCO voucher approval dates. Submit tickets to Fiscal Service Center to resolve voucher transactions issues. Performs analysis of the Voucher Activity queries to proactively resolve potential payment issues to suppliers or inadequate funding from the department appropriations. Run weekly Accounts Payable (AP) voucher queries to review and resolve outstanding vouchers not sent to the General

Ledger. Monitors the interfaced manual vouchers to ensure SCO completion and the Department of Community Services and Development (CSD) reclassification. Review and approve general ledger journals for direct transfers in FI\$Cal.

- 25% Perform weekly Home Energy Assistance Program (HEAP) utility assistance (UA) payment upload and Electronic Claim Schedule (E-Claims) processing. Complete the HEAP UA reconciliation, verify available appropriation balances, and liquidate corresponding PO in Fi\$Cal. Correspond with other units regarding HEAP UA payment status and error/discrepancy corrections.
- 25% Perform reconciliation of local assistance contract closeouts to validate fiscal data in Contract Payment Logs, FI\$Cal, Payment Audit Report Contract (PARC), Financial Management Module (FMM), and Expenditure Activities Reporting System (EARS) systems. Assist with building Contract Closeout Summaries prior to term end date and monitoring status of closed contracts with program staff. Perform monthly Payment Log Reconciliation for all open contracts and assist staff with payment corrections as needed. Update Grant Balance Summary log monthly and notify management of any discrepancies or inconsistencies.
- 10% Review external auditor requests and respond with payment status for local service providers. Reclass SCO returned warrants for Home Energy Assistance Program (HEAP) utility assistance payments (DDO's). Process returned warrants, cancelled warrants, and redeposits as needed. Serve as the back-up for the Travel Coordinator.

**Marginal Functions:**

- 5% Perform other duties as required and consistent with department needs in alignment with the Accounting Officer (Specialist) class specifications. Participate in activities that contribute to professional growth and development.

**Supervision Received:**

The 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 or Administrative Services.

**Supervision Exercised:**

None.

**Personal Contacts:**

The 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 on occasion 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:**

- 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.

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**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