

**DEPARTMENT OF JUSTICE DIVISION OF
ADMINISTRATIVE SERVICES
ACCOUNTING OFFICE DUTY
STATEMENT**

NAME: Vacant

POSITION NUMBER: 420-023-4546-xxx

JOB TITLE: Accounting Officer (Spec)

UNIT SUPERVISOR: Sr. Accounting Officer (Sup)

UNIT: Revolving Fund (Payroll)

STATEMENT OF DUTIES: Under the general supervision of the Senior Accounting Officer, Supervisor. The incumbent performs accounting duties of average difficulty, responsible for reviewing, coordinating, reconciling, and maintaining accountability of employee payroll/warrant distribution and resolution of specific employee payroll issues. Review operations and make recommendations for revision and documentation of existing desk procedures. Act as departmental resources to provide assistance to department employees, personnel and general inquiries concerning payroll distribution, salary advance and escheated warrant issues. Recognize and ensure that audit, internal control, and accounting related payroll procedures are being followed. Responsible for processing returned items received from bank.

SUPERVISION RECEIVED: Reports directly to the Senior Accounting Officer (Supervisor), Cashiering/Revolving Fund Unit and indirectly to the Administrator I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, type and work at a computer workstation to input data and to complete work assignments for up to 8 hours per day. Ability to bend and lift files and maybe required to move boxes up to 20 lbs.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction-free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS

50% Responsible for following the California Labor Code regarding timely distribution of all State Controller warrants issued, including master-payroll, overtime, and garnishment warrants. Liaison between Personnel, Accounting, Control Agencies, and all departmental employees on payroll distribution issues. Monitor payroll distribution authorization list. Analyze payroll distribution procedures, meet with payroll liaisons,

and make recommendations for improvements to payroll distribution. This position is responsible for distributing separated employee's payroll warrants within the parameters of AB 2410 to avoid penalties to the Department.

- 20% To remain in accordance with SAM, prepare monthly list of warrants and direct deposits dated over 60 days old that are still awaiting release in accounting. Work closely with Personnel to resolve any issues regarding un-released and stale-dated checks. Prepare remittance to the Escheats Account for checks that are stale dated after one year and collection of all outstanding salary advances.
- 15% Write and prepare memos, letters, reports, and correspondence using the word processing software. Create spreadsheets, downloads, and fiscal documents utilizing Excel software at the same intermediate knowledge level. Have the ability to utilize Access and PowerPoint database software for reporting purposes. Correspond with program staff throughout the Department, external vendors, and other State Agencies via use of e-mail (Outlook). Be able to produce, explain, and understand reports generated from the Accounting Information System, including but not limited to budget, encumbrance, collection, and expenditure reports. Perform and complete special projects as required by management.
- 10% Responsible for processing returned items received from the bank. This includes verifying the receipt of the original check, coding, and posting the information to the Accounting Information System in order to buy back the check from the bank. Work with the Reimbursements Unit to set up an Accounts Receivable to collect on the dishonored check. Prepare annual report to State Treasurer's Office on the total count of all dishonored checks processed each year.
- 5% Filing, photocopying, and research as needed.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date

**DEPARTMENT OF JUSTICE DIVISION OF
ADMINISTRATIVE SERVICES
ACCOUNTING OFFICE DUTY
STATEMENT**

NAME: Vacant

POSITION NUMBER: 420-023-4179-xxx

JOB TITLE: Accountant Trainee

UNIT SUPERVISOR: Sr. Accounting Officer (Sup)

UNIT: Revolving Fund (Payroll)

STATEMENT OF DUTIES: Under the general supervision of the Senior Accounting Officer, Supervisor. The incumbent performs entry level accounting duties at the trainee difficulty, responsible for reviewing, coordinating, reconciling, and maintaining accountability of employee payroll/warrant distribution and resolution of specific employee payroll issues. With guidance, act as departmental resource to provide assistance to department employees, personnel and general inquiries concerning payroll distribution, salary advance and escheated warrant issues. Also with guidance, recognize and ensure that audit, internal control, and accounting related payroll procedures are being followed. Responsible for processing returned items received from bank.

SUPERVISION RECEIVED: Reports directly to the Senior Accounting Officer (Supervisor), Cashiering/Revolving Fund Unit and indirectly to the Administrator I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, type and work at a computer workstation to input data and to complete work assignments for up to 8 hours per day. Ability to bend and lift files and maybe required to move boxes up to 20 lbs.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction-free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS

40% Responsible for following the California Labor Code regarding timely distribution of all State Controller warrants issued, including master-payroll, overtime, and garnishment warrants. With the guidance of the Accounting Officer, acquire the ability to act as Liaison between Personnel, Accounting, Control Agencies, and all departmental employees on payroll distribution issues. Monitor payroll distribution authorization list.

Analyze payroll distribution procedures, meet with payroll liaisons, and make recommendations for improvements to payroll distribution. This position is responsible for distributing separated employee's payroll warrants within the parameters of AB 2410 to avoid penalties to the Department.

- 20%** To remain in accordance with SAM, prepare monthly list of warrants and direct deposits dated over 60 days old that are still awaiting release in Accounting. Work closely with Personnel to resolve any issues regarding un-released and stale-dated checks. Prepare remittance to the Escheats Account for checks that are stale dated after one year and collection of all outstanding salary advances.
- 20%** Write and prepare memos, letters, reports, and correspondence using the word processing software. Create spreadsheets, downloads, and fiscal documents utilizing Excel software at the same intermediate knowledge level. Have the ability to utilize Access and PowerPoint database software for reporting purposes. Correspond with program staff throughout the Department, external vendors, and other State Agencies via use of e-mail (Outlook). Be able to produce, explain, and understand reports generated from the Accounting Information System, including but not limited to budget, encumbrance, collection, and expenditure reports. Perform and complete special projects as required by management.
- 10%** Acquire the ability to process returned items received from the bank. This includes verifying the receipt of the original check, coding, and posting the information to the Accounting Information System in order to buy back the check from the bank. Work with the Reimbursements Unit to set up an Accounts Receivable to collect on the dishonored check. Prepare annual report to State Treasurer's Office on the total count of all dishonored checks processed each year.

Marginal Functions

- 10%** Filing, photocopying, and research as needed.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date