

**POSITION DUTY STATEMENT**

SLC 316 (03/24)

 CURRENT  
 PROPOSED

*In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.*

**All forms must be approved by Human Resources before employee or supervisor sign.**

EMPLOYEE NAME:	SUPERVISOR NAME: Lindsay Bodolay
CLASSIFICATION TITLE: Accounting Technician	WORKING TITLE: Accounting Technician
POSITION NUMBER: 340-506-1741-001	DIVISION/UNIT: ASD/ Accounting
CBID: RO4	OFFICE LOCATION: Sacramento
TENURE: <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Limited Term <input type="checkbox"/> TAU <input type="checkbox"/> Retired Annuitant <input type="checkbox"/> CEA	TIMEBASE: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intermittent
CONFLICT OF INTEREST FILER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DRIVING RECORD REQUIRED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PROBATIONARY PERIOD: <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> APPOINTMENT DATE OR <input type="checkbox"/> REVISION DATE:
HR ANALYST APPROVAL: <input checked="" type="checkbox"/> YES	HR ANALYST SIGNATURE:                      DATE:

**POSITION DESCRIPTION:**

Under close supervision of the Senior Accounting Officer (Supervisor), the Accounting Technician performs semi-professional Accounts Payable functions and maintains fiscal records for State Lands Commission. The position requires basic knowledge of governmental accounting principles and practices, knowledge of financial record keeping, and knowledge of the Uniform Codes Manual (UCM) Receipt Codes section and the State Administrative Manual (SAM) section 8000-cash.

**SUPERVISION EXERCISED (If applicable) AND SUPERVISION RECEIVED:**

Under close supervision of the Senior Accounting Officer (Supervisor).

## **ESSENTIAL JOB FUNCTIONS:**

**40%** Input billing charges into Financial Information System of California (Fi\$Cal) by reconciling invoices against purchase documents.

- Route billing charges to a shared electronic folder system for proper payment approvals and contract documentation by/through Contracts unit.
- Prepare and enter chartfield combinations in Fi\$Cal for all voucher payment requests.
- Allocate and budget all transmittals to control agencies. Generate vouchers and track due dates to ensure timely payments are made to vendors.

**20%** Assist the Accounts Payable lead with generating Revolving Fund (ORF) payments and ensuring proper support documentation and approvals of requests are complete.

- Submit voucher requests to State Controller's Office (SCO) for reimbursement of ORF payments.
- Reconcile outstanding ORF payments by running various (Fi\$Cal) reports.
- Correspond with Department of General Services (DGS) to request vendor setup for new vendors and employees.

**15%** Verify reconciliations of vendor statements and records match our internal records in Fi\$Cal.

- Respond to vendor inquiries and reconciliation discrepancies.
- Communicate with State Controller's Office and Fi\$Cal regarding invoice and voucher discrepancies and inquiries.

**10%** Prepare and submit daily deposits (checks, cash, wire transfers) electronically to the State Treasurer's Office.

- Resolve and correct any discrepancies involving bank deposits. Ensure compliance with large deposits reporting requirements.
- Route and monitor check requests through DocuSign for approvals.
- Maintain cash ledger of checks issued.

**10%** Provide various clerical support functions such as open and distribute unit's incoming mail, scan documents, maintain office equipment, and maintain physical and electronic files per the retention schedule.

- Communicate professionally verbally and in writing with internal and external customers.
- Coordinate with Human Resources staff for approval and guidance of master and off-cycle payroll release, salary advances, warrants to deposit, special requests, and garnishment mailing.

**MARGINAL JOB FUNCTIONS:**

**5%** Develop and maintain desk manual to reflect current Fi\$Cal updates and other changes to Department and State rules, regulation, and processes. Attend training, in-house staff meetings, one-on-ones, and participate in committee meetings and/or events.

**WORKING CONDITIONS:**

<input checked="" type="checkbox"/> Core business hours of <u>9:00</u> to <u>3:30</u>	<input checked="" type="checkbox"/> Transport items weighing up to <u>25</u> pounds
<input checked="" type="checkbox"/> Sit <input checked="" type="checkbox"/> bend <input checked="" type="checkbox"/> stoop <input checked="" type="checkbox"/> stand while working	<input checked="" type="checkbox"/> Appropriate business attire required
<input checked="" type="checkbox"/> Daily use of standard office equipment	<input type="checkbox"/> Occasional overnight travel
<input checked="" type="checkbox"/> Temperature controlled office with artificial light	<input checked="" type="checkbox"/> Occasional mandatory overtime
Drive as an essential function of the position: <input type="checkbox"/> occasional <input type="checkbox"/> frequent (1x or more per month on avg.)	

**OTHER (list all other working conditions):**

- Vacation time off may be limited during the months of June-August for year-end closing deadline.
- This position is office-based.

**DESIRABLE QUALIFICATIONS:**

Ability to execute assigned responsibilities	Ability to interact in a courteous and professional manner
Ability to understand and follow directions	Ability to work independently and as part of a team

**OTHER (list all other desirable qualifications)**

- Possess professionalism and the ability to maintain confidentiality.
- Excellent customer service skills.
- Excellent communication skills and the ability to interact professionally with staff and the public.
- Familiarity with personal computer software - Microsoft Office and Outlook.
- Ability to work under tight time frames and pressure.
- Ability to accurately complete work and meet deadlines.
- Reliable attendance, punctuality, and dependability.
- Exceptional organizational skills and self-motivation.
- Good judgment and tact.
- High degree of initiative, independence, flexibility, and originality in the performance of assigned tasks.
- Familiarity with Fi\$cal.
- Ability to maintain a professional and respectful working relationship with others.

Tasks identified in this duty statement reflect the anticipated general functions of the position and should not be considered an all-inclusive list of responsibilities.

**I have read and understand the duties listed above and can perform them with or without reasonable accommodation.** \* (If you believe reasonable accommodation is necessary, please contact [EEO@slc.ca.gov](mailto:EEO@slc.ca.gov) immediately.) \*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Employee Signature	Employee Printed Name	Date
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I certify that the above accurately represents the duties of the position:

Supervisor Signature	Supervisor Printed Name	Date
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