

State of California - Department of Social Services

DUTY STATEMENTEMPLOYEE NAME:
VACANT

CLASSIFICATION:

Senior Accounting Officer, Specialist

POSITION NUMBER:

800-625-4567-001

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Finance and Accounting/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Accounting Disbursements/Contract & County Pay/Child Care Payments

SUPERVISOR'S NAME:

SANTOSH NEPAL

SUPERVISOR'S CLASS:

Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (*Explain below*)
- ☒ None
- ☐ Other (*Explain below*)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):☐ None ☐ Supervisor ☒ Lead Person ☐ Team Leader**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

One Accounting Officer, Specialist, Two Accountant Trainees, and two Student Assistants.

MISSION OF ORGANIZATIONAL UNIT:

The Accounting Disbursements Bureau is responsible for fulfilling the disbursement obligations of the California Department of Social Services (CDSS) in accordance with the legal requirements of all programs administered by CDSS. The Bureau approves and processes all disbursements of payments in accordance with the Budget Act and other statutory authority for the thirty Funds and approximately 400 appropriations, totaling more than \$47 billion annually.

CONCEPT OF POSITION:

Under the general supervision of an Accounting Administrator I, Supervisor (AAI, Sup), the Senior Accounting Officer, Specialist (SAO-Spec) acts as the Unit lead and is the journey level expert responsible for various payments within the Child Care Payments Unit. This includes reviewing and signing claim schedules and payment activities. The SAO-Spec participates in implementation of the Financial Information System for California (FI\$Cal) to meet daily operational needs.

A. RESPONSIBILITIES OF POSITION:

- 30% Provides technical expertise, direction, and training to staff for the accounting and disbursement of various funds made to vendors, contractors, and counties. Ensures payments are made in accordance with the State Administrative Manual, Government Code, Welfare and Institutions Code, contract provisions, and various state and federal laws and regulations.
- 25% Processes Claim Schedules and reviews payments details to ensure accuracy, funds availability, and compliance with regulatory codes and legal documents; and takes appropriate action such as doing further research in the event of a discrepancy to identify the cause. Provides further training to staff and updates procedures to ensure preventing such discrepancies from reoccurring. Communicates to control agencies. Research, analyzes, and resolves issues related to payments.
- 20% Performs complex research and provides technical assistance and fiscal consultation to CDSS staff regarding CDSS' payment processes and fiscal provisions in the contracts and assistance payments area. This includes providing customer service, both internal and external, by telephone or by written document. Reconciles local assistance payment log to ensure accuracy. Participates in Cash Flow, month end closing, and year end activities by coordinating with internal and external customers to complete the assigned tasks.
- 10% Develops, implements, and updates the desk audit procedures to ensure consistency in the auditing process. Monitors the Contract Payments inbox for received invoices and ensures the proper distribution of all invoices.
- 10% Reviews reconciliations of all payment ledgers to FI\$Cal to ensure expenditure and encumbrance data were accounted for and properly recorded. Ensure all correction batches are completed timely and efficiently. Performs on-site fiscal monitoring reviews. Reviews year-end accruals prepared by the Unit. Coordinates with other units within the Accounting and Fiscal Systems Branch (AFSB) in fiscal year-end closing procedures.
- 5% Other duties to provide support within AFSB.

B. SUPERVISION RECEIVED:

The SAO-Spec is required to act independently and be proficient in handling complex and difficult assignments while receiving general supervision from an AA I (Sup). The SAO-Spec is responsible for the timely completion of assignments in an acceptable format and apprising the AA I-Sup of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SAO-Spec has daily contact with all levels of CDSS staff, vendors, counties, and other agencies regarding services rendered and promptness of payment.

E. ACTIONS AND CONSEQUENCES:

Failure to ensure accurate, complete, and timely audits of all county claims may result in making incorrect or delayed payments to counties, disallowances of federal and state funding, and adverse publicity resulting from county concern regarding the audit process. Inaccurate analysis and erroneous recording of accounting data would impact the integrity of management accounting reports, trial balances, federal reimbursement programs, and CDSS' financial statements, and compromise the counties' ability to operate critical human service programs.

F. OTHER INFORMATION:

The SAO-Spec must have outstanding analytical, written, verbal communication, follow-through, and customer service skills. The SAO-Spec must work well under pressure. The SAO-Spec must also be able to use sound judgment to adjust the Unit's workload and communicate with management in a timely manner, as appropriate, in order to meet deadlines. The SAO-Spec must be able to handle multiple tasks, prioritize assignments, and work well individually and in a team environment. Knowledge of personal computing applications including the Microsoft Office Suite and FI\$Cal is required. This position may require travel for on-site county monitoring.