



DUTY STATEMENT

CLASSIFICATION	DIVISION
Accounting Officer (Specialist)	Administrative Services
WORKING TITLE	UNIT
Accounting Officer (Specialist)	Fiscal Accounting, Cash Management
POSITION NUMBER	COLLECTIVE BARGAINING UNIT
16-150-4546-001	R01
EMPLOYEE NAME	EFFECTIVE DATE

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 require 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 maintains account receivable and procurement transactions processed through FI\$Cal to ensure records are in accordance with statutory, regulatory, and management requirements. Duties include, but are not limited to the following:

Essential Functions:

- 45% Performs role of F1\$Cal Purchase Order (PO) Buyer to input Encumbrance Only acquisition type for subvention obligations. Reviews FI\$Cal open encumbrance query to follow up with Contract Unit regarding outstanding encumbrance due to pending contracts execution. Post local assistance encumbrances into the CSD PARC system. Monitors and ensures all local assistance contract agreements are properly stored and archived. Researches and respond to inquiries from staff regarding encumbrance files and take corrective actions. Packages encumbrance documents for routing to State Controller's Office (SCO). Responsible for monitoring allocations to ensure all executed local assistant agreements have been received. Maintain FSU Payment Log data and records contract and encumbrance actions. Record and monitor utility assistance encumbrances from budget allocations. Reconcile budget allocations to PARC and FI\$Cal systems. Perform year end processes related to identifying reverted items and closing PO's. Effective written communication with the Budget/Contract Unit on the status of local

assistance agreements. Acts as back up to Purchase Order approver and approves Utility Assistance adjustments, and procurements.

- 35% Performs duties as the Department's Accounts Receivable (AR) Liaison. Monitors invoices, including reminder notifications for unpaid invoices; post accounts receivable into FI\$Cal system. Analyzes Payroll Account Receivable query to ensure accurate posting of SCO account receivable transactions and receipt of all journals. Responsible for analysis of SCO transactions and posting journal entry corrections into FI\$Cal. Create, mail, and reviews accounts receivable statements for vendors. Reconciles, analyzes, monitors, and creates reports of outstanding Accounts Receivable and aging status. Notify management when account receivables have reached 90 days late. Acts as the Human Resources Unit payroll liaison for the setup of payroll Accounts Receivable. Records employee payments to clear employee's outstanding Accounts Receivable. Review and post all journal entries related to payroll account receivables from SCO. Responds to program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public. Responsible for all year end activities related to account receivables and cash that include dishonored checks, account receivable management representation letter, and independently perform the year end AR Workbook reconciliation for the SCO. Processes Transfer of Funds for allocation adjustments on Local Assistance Contracts. Performs weekly Cash Reconciliation and posts Cash on Hand (COH) to drawdown template. Bi-weekly completes the Encumbrance reconciliations.
- 15% Identify errors and post general ledger accounting entries to FI\$Cal for corrections. Perform various reconciliations monthly, including Draws vs. Expenditures, Chartfield Mis-Match, and AR Aging to Trial Balance.

Marginal Functions:

- 5% Perform other duties as required and consistent with department needs in alignment with the Accounting Officer 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 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.

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.)

Employee Signature

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.

Supervisor Signature

Date

Supervisor:

After signatures are obtained, make 3 copies:

- Send a copy to CSD HR (csd.hr@csd.ca.gov)
- Provide a copy to the Employee
- File a copy in the Supervisor’s drop file