

DUTY STATEMENT

TECH 052 (REV. 02/2018)

RPA NUMBER (HR USE ONLY)**26-003 PROPOSED****ALERT: This form is mandatory for all Requests for Personnel Action (RPA).****INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Senior Accounting Officer (Specialist)		E. POSITION WORKING TITLE Senior Accounting Officer – Accounts Receivable
F. CURRENT POSITION NUMBER 695-952-4567-002		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-952-4567-XXX
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services/Financial Management/General Ledger & Accounts Receivable/Rancho Cordova PG1		I. SUPERVISOR NAME AND CLASSIFICATION Elaine Xie, Accounting Administrator I (Supervisor)
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY / 8:00AM – 5:00PM / DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO DRIVING AN AUTOMOBILE ☐ YES ☒ NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) ☐ Business Technology Management ☐ IT Project Management ☐ Client Services ☐ Information Security Engineering ☐ Software Engineering ☐ System Engineering
	Organizational Setting and Major Functions Under general direction of the Accounting Administrator I, in a complex, multi-funded organization, the Senior Accounting Officer (Specialist) operates at the second journey level and acts as the liaison between accounting, systems, and management relating to the PeopleSoft Financials System and the General Ledger and Accounts Receivable modules. Specific to the Middle Mile Broadband Initiative (MMBI), the Senior Accounting Officer (Specialist) works independently with systems staff in identifying and resolving problems, conducting research and analysis, gathering data and making suggestions on reporting financial data. Responsible for internal accounting problem resolutions, testing, training, documentation, implementation, evaluation, and processing of general ledger information including assets, revenue and receivables through the PeopleSoft Financial system. Serves as General Ledger and Accounts Receivable resource person for Internal or External Auditors, and other State Agencies. Conducts queries out of PeopleSoft Financials to obtain current financial data for management. Coordinates monthly and year-end closing and financial reports. May also be assigned various special projects.
% of time performing duties 20% 20%	Essential Functions - Responsible for reviewing, monitoring, analyzing, and processing financial entries in PeopleSoft Financials System - Resolves complaints from MMBI customers regarding their account. Analyzes data and makes recommendations to resolve customer problems. - Updates appropriation and funding sources - Handles MMBI fund transfer processes. - Determines steps and takes actions to correct and resolve issues. - Makes adjustments between Technology Services Revolving Fund and MMBI fund. - Prepares and posts MMBI year-end accruals. - Provides additional information for the MMBI monthly invoices that are retrieved from multiple systems. - Initiates necessary changes to facilitate accurate reporting, finds and correct errors in the system, and resolve problems in inputting or accessing information.

- 20%
- Analyzes General Ledger and Accounts Receivable data, proposes solutions and recommendations on financial and other transactions.
 - Accumulates, summarizes, prepares, and maintains financial reports.
 - Analyzes current practices, coordinates and implements changes to accounting processes and procedures to streamline activities in conjunction with the financial systems.
 - Provides MMBI financial data to other units.

- 20%
- Responds to auditor's request for matters related to Accounts Receivable and General Ledgers
 - Posts and adjusts MMBI payroll. Resolves discrepancies by comparing the data with actual postings by SCO's. Contacts Budget and Internal Business Application Support staff to resolve issues related to the Payroll posting process
 - Performs account reconciliations to State Controller Office (SCO) records

- 15%
- Conducts research and analysis using PeopleSoft Financials System, other systems and supporting documentation.
 - Acts as liaison between accounting, Internal Business Application Support staff and management
 - Prepares year-end financial statements.

5%

Marginal Functions

Actively participates and represents the unit in meetings relating to MMBI issues. Assists in processing accounting unit workload when necessary. Participates on special projects/assignments relating to PeopleSoft and Accounting issues.

Work Environment Requirements

The Senior Accounting Officer (Specialist) position requires full-time hours and no vacation allowed during July and August. This position is available for alternate work schedule as long as they fall within the guidelines observed by the California Department of Technology.

Accounting work requiring workstation equipped with computer/ 10-Key calculator/ telephone.

Allocation Factors

Supervision Received:

The Senior Accounting Officer (Specialist) works independently with general direction from the Accounting Administrator I.

Actions and Consequences:

Responsible for the accurate input and recording of financial data. Preparing reports from the various financial systems that accurately reflect the data stored in the PeopleSoft Financial System. This work is performed while following the rules and guidelines defined by SAM, SCO, Department of Technology Policies and Procedures as well as any Federal requirements specific to MMBI. Consistent errors, incomplete work, or poor decisions may result in inaccurate data for the organization and customers and delay the posting of data to the General Ledger.

Personal Contacts:

Works within a team environment in which cross-training is essential. Provides information to a wide range of internal/external contacts that include all levels of staff at the Department of Technology, client departments, auditors and control agencies, consultants, and vendors.

Administrative and Supervisory Responsibilities:

None.

Supervision Exercised:

None.

Other Information**Desirable Qualifications:**

- Knowledge of the uniform accounting system and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities.
- Knowledge of accounting principles and procedures
- Knowledge of governmental accounting and budgeting
- Knowledge of principles of electronic data processing; principles of policy formulation Knowledge of statistical methods
- Knowledge of principles of finance; business law; principles of business management
- Ability to apply accounting principles and practices.
- Ability to analyze data and draw sound conclusions.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to prepare clear, comprehensive, and concise reports
- Ability to apply statistical methods.
- Ability to analyze a variety of accounting data and identify trends, make projections, and draw conclusions.
- Ability to make sound decisions and recommendations with regard to accounting problems.
- Ability to work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs.
- Ability to establish and maintain cooperative relations with those contacted in the work; interpret and apply laws, rules, standards and procedures; and communicate effectively.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE