

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30907	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Fiscal Services	
UNIT NAME FI\$CAL Support	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Senior Accounting Officer (Specialist)	POSITION NUMBER 306-234-4567-046	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☐ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday, 7:30 am to 5:00 pm (flex)	TENURE Permanent	
WORKING TITLE Senior Accounting Officer (Specialist)	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general direction of an Accounting Administrator II, the Senior Accounting Officer (Specialist) independently performs the more complex analytical, technical and functional accounting duties which requires an understanding of the entire DGS accounting process using the FI\$CAL statewide accounting system. Provides financial services to both internal and external customers including the proper recording, reconciliation and reporting of financial data while maintaining proper internal controls. This position is in the FI\$Cal Support Unit.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Independently work with all DGS Offices in setting-up and amending Customer Contract in FI\$CAL System for all project related billing associated to SRF Fund and other DGS Special Funds, ensuring that billing and revenue plans are properly defined and configured.
35%	Process Customer Contract Billing in FI\$CAL system so that DGS offices can get reimbursement from their customers for all labor incurred Projects and also for amount-based contracts per executed Inter-Agency Agreements; validate that billing amounts are properly calculated.
15%	Directly communicate and collaborate with DGS offices and Accounting staff on researching billing and AR issues and in ensuring that they are resolved in a timely manner; utilizing reports from

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PERCENTAGE	DESCRIPTION
	FI\$CAL system and follow through completion utilizing MS Office, if necessary.
10%	Independently develop and maintain Internal and External Directive Procedures in order to guide DGS end-users in performing newly implemented tasks in FI\$CAL system; provide hands on training to new staff as needed.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Adherence to State guidelines, laws, rules and regulations; develop and maintain tracking spreadsheets and reports for Project Costing related issues; work on any special projects as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

- Appropriate dress for professional office environment.
- Ability to effectively work under stress and deadlines.
- Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.
- Ability to remain at workstation for extended period of time.

DESIRABLE QUALIFICATIONS

- Knowledge of accounting principles and procedures.
- Strong experience in problem solving and critical thinking
- Good organizational skills with the ability to independently prioritize tasks.
- Knowledge of the Financial Information System for California (FI\$Cal)
- Ability to work cooperatively and productively with others in a team environment
- Willingness to learn new assignments and tasks.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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