☒Current ☐Proposed

STATE OF CALIFORNIA
CALIFORNIA VICTIM COMPENSATION BOARD
Rev. 04/22

DUTY STATEMENT

EMPLOYEE		RPA # / JOB CONTROL #	
VACANT		27-004 / JC-526301	
POSITION NUMBER 040-420-4546-002	CLASSIFICATION Accounting Officer (Specialist)	WORKING TITLE Accounts Payable Analyst	
DIVISION Administration	SECTION/UNIT Accounting	CBID R01	WWG 2
WORK DAYS Monday - Friday	WORK HOURS 8AM – 5PM	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime of victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.
Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and an accurate description of the essential job functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

DUTY STATEMENT

(REV. 04/22)

GENERAL STATEMENT

Under the general supervision of the Accounting Administrator I, the Accounting Officer (Specialist) will perform a variety of professional accounting work of average difficulty including but not limited to processing various invoice payments; ensure Accounts Payables are tracked, maintained, and processed in the manner as required pursuant to the State Administration Manual, applicable Government Code, and various CalVCB and Control Agencies policies and procedures; perform reconciliations of payable transactions and subsidiary document balances; audit, approve, and process CalATERS Global Travel Expense Claims in conformity with CalVCB travel policies and the California Department of Human Resources (CalHR) rules and regulations; create vouchers in FI$Cal system for invoices, salary advances, and travel advances for approval.

PERCENTAGE OF TIME SPENT	DUTIES
%	**ESSENTIAL JOB FUNCTIONS**
45%	Analyze and audit various departmental invoices to ensure compliance with applicable contract, purchase order, and State rules and regulations, and that all documents are approved by authorized individuals, and that approved invoices do not exceed contract or encumbered balances. Reconcile invoices with purchase orders (PO), contracts, and direct transfer information. Analyze, audit, reconcile, and process CalCard, CitiBank and other miscellaneous invoices for payments. Independently research and resolve invoice issues questionable invoices by searching source documents and accounting records. Independently analyze and determine appropriate accounting cost code for expenditures on all invoices in accordance with contract, purchase order, and/or chart of account. Create vouchers for invoices in the FI$Cal for approval. Verify vendor numbers and addresses in FI$Cal. Verify that funding information is consistent with original source documents such as contract/purchase orders. Prepare departmental tracking report of invoices and review for possible non-payment or late payment of invoices. Follow up with contract managers for timely invoice approval. Cooperatively work with contract manager, liaisons, and/or budgets office to resolve invoice/funding discrepancies timely to ensure timely payment of invoices. Track invoice payment status to ensure timely processing of invoices for payment. Consult with management to ensure that late payment penalties of invoices are avoided.
20%	Review, audit, and approve Travel Expense Claims (TEC) via the CalATERS Global system; provide assistance and training of the CalATERS system to CalVCB employees; process training and travel advance requests; collect on any outstanding TECs and travel advances. Act as the travel coordinator for CalVCB and assist all employees in the utilization of state's travel agency, The TravelStore, Concur, or VPN program. Maintain CalATERS system coding of employees and updating SCO on any changes. Act as CalVCB Transit Coordinator that coordinates transits sales and receive revenue from CalVCB staff for Regional Transit (RT) passes, RT ticket books, disability stamps, Yolo Zone bus stamps and parking fees; post and reconcile the revenue to journals/ledgers. Order transit passes from surrounding counties transit systems and prepare revolving fund requests for payment of passes and departmental share of costs. Assist CalVCB with the Connect Card program.

15%	Maintain manual files of all invoices, contracts, purchase orders, and Travel Expense Claims. This includes but not limited to recording payments, advances, retentions in a tracking log. File invoices and payment information to the appropriate contract/purchase order folder. Regularly verify that the encumbrance balances agree with FI$Cal encumbrance balances. Follow up on final payment requests/invoices promptly after expiration of agreement term. Archive closed documents in accordance with CalVCB retention policy.
10%	Assists with other team members' processing workloads and provide as back-up whenever appropriate and practical. Provide training on accounts payable and CalATERS processing to other team members when required. During year-end, vacations may not be authorized, and overtime may be required.
5%	Respond to customer inquiries and research accounting history to resolve discrepancies in payments or document balances. Respond to the requests from other agencies by researching, creating and sharing reports and financial data to conduct audits. Act as a liaison between accounting and program staff to aid, answer questions, and coordinate information related to contract payments and contract encumbrances. This could include reading and interpreting policy manuals, legislative guidelines, departmental manuals or other written materials in order to determine relevant facts for inquirer(s).
%	**MARGINAL JOB FUNCTIONS**
5%	Maintain operating/accounting manuals, policies and procedures for the Accounts Payable (AP) Section. Perform work on special projects and assignment related to the accounts payable and travel.

DESIRABLE QUALIFICATIONS

- Knowledge of FI$Cal.
- Effectively operate a computer using the following software programs: Microsoft Word, Excel, Access and Outlook.
- Ability to develop statistical data and evaluate results.
- Ability to apply and interpret
- policies, regulations, and laws.
- Ability to take and follow verbal or written direction from supervisors/managers.
- General knowledge of the department's mission, goals and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division.
- General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients.
- Experience in analyzing and interpreting laws, rules and regulations.
- Ability to keep required job schedule, ability to focus attention on details.
- Ability to follow work rules.

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.
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PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.