

☐ Current
☒ Proposed

Civil Service Classification: Senior Accounting Officer (Specialist)
Working Title: Senior Accounting Officer (Specialist)
Division Branch Name: Division of Administrative Services/Office of Finance & Administrative Operations/Accounting Management Section
Incumbent: Vacant
Position Number: 797-634-4567-002
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

Under the general direction of the Accounting Administrator I (AA I), within the Office of Finance & Administrative Operations (OFAO), Accounting Management Section (AMS), the Senior Accounting Officer (Specialist) performs a variety of accounting tasks for the California Department of Aging (CDA) and the California Commission on Aging (CCoA). These tasks include Accounts Receivable (AR) reconciliations, Accounts Receivable billing, Deposit posting and administrative tasks. The tasks require a high-level of analytical skills, clear and concise communication, and problem-solving initiative. These duties are broadly defined as follows:

ESSENTIAL JOB FUNCTIONS:

35% Accounts Receivable Desk

Monitor, maintain, and post State Controller's Office (SCO) journal entries into FI\$Cal for Payroll Account Receivables (PAR) to ensure timely processing. Review and maintain Accounts Receivable deposit logs including the AR Deposit log and the PAR Log. Review and reconcile discrepancies to ensure records align to FI\$Cal. Analyze and process zero-dollar deposit in Accounts Receivable (AR) module to correct errors or reclassify FI\$Cal interface transactions to agency level and include the accurate project/activity coding. Reconcile and apply all AR payment deposits to ensure remitted to the correct appropriation.

30% Accounts Receivable Reconciliations

Complete month-end Accounts Receivable reconciliation to ensure that all items have been processed and clear any outstanding items. Research and resolve outstanding issues and provide recommendations to management if necessary. Analyze and escalate outstanding issues to Financial Information System for California (FI\$Cal), AA I, and other staff as appropriate. Compile reports and correspondence, as requested, to outline reconciliation issues and discrepancies. Analyze and review current practices to draft, maintain and implement changes to procedures for Accounts Receivable reconciliation.

20% Accounts Receivable Billing

Manage reimbursement contracts using the AR item log and Billing Payment tracking worksheet. - Run expenditure reports and bill for reimbursement of contracted services on a monthly or quarterly basis per contract to generate Reimbursement Invoices for Interagency Agreement Contracts. Act as agency liaison for agencies with whom we have Interagency Agreements for reimbursements regarding invoicing inquiries. Track and reconcile outstanding invoices and issue 30, 60, 90-day past due letters. Communicate and ensure the AA I is updated on invoice statuses when appropriate. Collect and follow-up on outstanding ARs, which includes preparing delinquent notices, completing offset procedures, and discharge of accountability procedures.

10% Administrative Tasks

Prepare ad hoc reporting and support as requested by the Accounting Administrator I or other accounting staff. Attend and participate in all departmental and team meetings. Coordinate and communicate with Accounting/Budgets teams on any delays or issues within Accounts Receivable FI\$Cal module, workload, and invoicing. Review and update procedures as needed to ensure accuracy and compliance. Actively participate in SCO, Department of Finance, FI\$Cal, and department trainings to ensure continuous professional development, maintain up-to-date knowledge of state accounting standards, and apply best practices to

statewide financial operations. Assist with Office Revolving Fund and warrant disbursement to staff or Business Services for mailing.

MARGINAL JOB FUNCTIONS:

5% Performs other job- related duties, as assigned.

TRAVEL: Not required.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 02/2024)



- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☒ Duties meet class specification and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: ST Date Approved: 07/22/26

Revision Date (if applicable): _____