

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Accounting Officer (Specialist)	Position Number: 673-820-4546-001
Incumbent Name: Vacant	Working Title: Accounting Officer (Specialist)	Effective Date: N/A Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Fiscal Services Division	Section/Unit: Receipt & Disbursement/Accounts Payable Unit B	Reporting Location: Sacramento
Supervisor's Name: Lenora Snyder	Supervisor's Classification: Accounting Administrator II (Supervisor)	CBID: R01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Fiscal Services Division's Accounting Branch manages and oversees accounting, financial reporting, and fiscal control activities for the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA). The branch supports programs by ensuring accurate and timely recording of financial transactions, reconciling accounts, and preparing financial reports. It provides clear guidance and training on accounting policies and procedures, strengthens internal controls, supports continuous process improvements, and ensures compliance with applicable state and federal accounting and financial reporting requirements.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under the general supervision of the Accounting Administrator I/II (Supervisor), the incumbent performs professional accounting duties of average complexity within the Accounts Payable Unit and assists in maintaining accounts and financial records for CARB and CalEPA. Primary responsibilities include reviewing grant agreements and disbursement requests; processing grant disbursement vouchers; reconciling grant expenditures; and communicating with internal and external stakeholders to resolve grant-related issues. Additional duties include processing invoices

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associated with purchase orders, contracts, and utilities; reviewing and approving vouchers; maintaining payment logs; and supporting month-end and year-end financial activities.

% of Time	Essential Functions
35%	Maintain accounting copies of grant agreements and related supporting documentation. Track and reconcile grant expenditures to ensure accuracy and compliance. Review and process less complex grant disbursement requests in accordance with grant agreement terms and applicable state and federal regulations. Verify grant accounting chartfields and confirm fund availability. Record grant vouchers in FI\$Cal. Communicate with grant program staff to resolve issues and ensure payments are processed within 45 days in accordance with the California Prompt Payment Act (CPPA). Process invoices related to purchase orders (POs), contracts, and utilities, and maintain payment logs. Creates electronic claim files containing warrant and pre-approved audit information; transmits and retrieve claim files to and from SCO via FTP; maintains enrollment and banking information for EFT payees; and resolve any return transactions for EFT transactions.
35%	Audit and analyze grant disbursement requests of average complexity to ensure compliance with payment provisions outlined in PO, contracts, interagency agreements (IAAs), grant agreements, amendments, and revisions, in accordance with applicable rules, regulations, directives, control agency requirements, and Department policies. Perform complex accounting functions, including independently reviewing and determining the accuracy and appropriateness of financial records and utilizing state accounting and financial systems to process disbursements. Audit and analyze grant invoices related to grant agreements in accordance with requirements established by the State Controller's Office (SCO) and the State Administrative Manual (SAM). Prepare and complete correction notices and remittance advices, as appropriate, for submission to SCO.
15%	Research and resolve grant payment issues and respond to grant disbursement inquiries from management and internal and external stakeholders. Prepare adjustment and correction entries, as needed, to ensure the accuracy of financial records. Perform a variety of reconciliations, including but not limited to encumbrance reconciliations and payment log reconciliations.
10%	Participate in accounting meetings, providing grant/invoice expenditure status updates and insights. Provide resolutions and recommendations as needed.

% of Time	Marginal Functions
5%	Assist the Accounts Payable Unit in performing other accounting duties as needed to support the Accounting Branch. Other duties as required.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment. Requires prolonged periods of sitting at a desk and working on a computer. Involves the frequent use of standard office equipment, including

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computers, phones, copiers, and printers. May require occasional lifting and carrying of materials weighing up to 25 pounds. Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.

Involves prolonged periods of sitting at a desk and working on a computer.

May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.

Noise levels are typically low to moderate.

May involve occasional travel to attend meetings or trainings

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Travel up to _____ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable*

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accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date