

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Accounting Officer Specialist	<i>Accounting Officer Specialist</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-653-4546-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Benefit and Claims Processing Operations	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Integrity and Accounting Division	Sr. Accounting Officer Supervisor
BRANCH:	REVISION DATE:
Unemployment Insurance	5/23/2024

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|--|--|
| ☐ Conflict of Interest Filing (Form 700) Required | ☐ Call Center/Counter Environment |
| ☐ May be Required to Work in Multiple Locations | ☒ Requires Fingerprinting & Background Check |
| ☐ Requires DMV Pull Notice | ☐ Bilingual Fluency (<i>specify below in Description</i>) |
| ☐ Travel May be Required | ☐ Other (<i>specify below in Description</i>) |

Description of Position Requirements:

(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:

(Briefly describe the position's organizational setting and major functions)

Under the general supervision of the Senior Accounting Officer (Supervisor), the Accounting Officer (Specialist) performs routine, professional program accounting work of average complexity related to the Claims Processing and Benefit Payment Control activities that include fraud prevention and detection, establishment of overpayments, employer and claimant assistance and maintenance of employer and claimant accounts to ensure the integrity of the Unemployment Insurance (UI) Trust Fund.

The incumbent makes monetary eligibility determinations and adjustments as they relate to the various Claims Processing and Benefit Payment Control workload processes and utilizes a variety of databases, analyzes information obtained from a variety of Federal, State and Departmental sources and makes complex determinations and adjustments as it relates to the Unemployment Insurance (UI) and Disability Insurance (DI) programs.

The incumbent needs to be flexible and adaptable to frequent workload changes based on organizational workload priorities.

Percentage of Duties	Essential Functions
40%	Reviews, analyzes and adjusts wage information for case assignments of average difficulty to ensure accuracy and completeness, and identifies irregular items that need further action, making decisions based on facts and through accurate interpretation and application of the resources provided and taking appropriate action.
30%	Researches, follows-up, resolves complex customer inquiries, advises customers of changes in the process. Investigates and identifies situations that are questionable or fraudulent, draws logical conclusions and makes determinations based on facts.
25%	Acts as lead in the training and work review of subordinate level staff and provides feedback when serving as lead. Identifies, documents and recommends changes in procedures. Prepares procedures, and assists in the preparation and presentation of group training material. Maintains statistical records and prepares reports. This includes assisting with other UI Branch workloads when priority workloads are backlogged.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:	
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:	
5. SUPERVISION EXERCISED: (List total per each classification of staff)	
None, but may serve as lead.	
6. SIGNATURES	
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:

Civil Service Classification
Accounting Officer Specialist

Position Number
280-653-4546-XXX

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	KV	5/23/2024

- Supervisor:** After signatures are obtained, make 2 copies:
- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
 - Provide a copy to the employee
 - File original in the supervisor's drop file