DEPARTMENT OF DEVELOPMENTAL SERCICES
OPERATIONS
FINANCIAL SERVICES BRANCH
ACCOUNTING AND FISCAL SERVICES SECTION
CASHIERING AND TRAVEL UNIT
TRAVEL UNIT

DUTY STATEMENT

JOB TITLE: Senior Accounting Officer (Supervisor) **POSITION #**: 472-533-4569-917

EMPLOYEE NAME:

POSITION DESCRIPTION: The Senior Accounting Officer (Supervisor) is responsible for providing supervisory oversight of travel-related financial activities, fiscal functions needed to meet the Department's program objectives and ensure effective management of internal accounting operations for the Travel Unit. The incumbent is responsible for ensuring the timely, accurate, and compliant processing of travel reimbursements, travel advances, department-paid (airfare, hotel, car rental, toll, Uber4Business) charges, and related accounting activities, in accordance with Accounting and Fiscal Services Section (AFSS) guidelines, State Administrative Manual (SAM), the Uniform Codes Manual, Generally Accepted Accounting Principles (GAAP), State Controller's Office (SCO) policies, and applicable State and Federal laws.

SUPERVISION EXERCISED: Supervises excluded and rank and file staff.

SUPERVISION RECEIVED: Reports to and under the general direction of Accounting Administrator I, Supervisor, Cashiering and Travel Unit.

<u>Essential Job Functions:</u>

35% Plans, organizes, directs, and supervises the work of the Travel Unit (TU) staff to ensure adequate internal controls are in place to safeguard the Department's assets. Establishes workload priorities, assigns work based on business needs, and monitors productivity to ensure the timely processing and approval of travel claims and expenses in the California Automated Travel Expense Reimbursement System (CalATERS). Research and resolve sensitive and complex travel issues related to rules and requirements issued by SCO, the Financial Information System for California (FI$Cal), and the California Department of Human Resources (CalHR) to ensure employee travel claims and accounting transactions are processed accurately. Consults with the CalHR Travel Manager, Labor Relations Officers, and Program Managers for travel-related inquiries regarding travel and travel policy. Serves as a subject matter expert for staff within the TU and provides technical and professional assistance to subordinate staff, resolving complex accounting issues with departmental staff and control agencies. Reviews completed assignments. Works cooperatively with management and subordinate staff to set and track unit expectations, address accounting issues, address system enhancements, and implement new processes as they relate to the unit's duties and responsibilities.

Prepares timely employee evaluations and appraisals, including probationary reports, annual performance reports, and grievances. Monitors staff performance to support continuous development. Encourages career development and provides adequate training toward career goals for subordinate staff. Identifies training needs and provides training to staff to implement new or revised procedures. Recruits, interviews, provide recommendations, and prepare hiring packages for potential staff.

35% Manage and supervise daily reconciliation of processed CalATERS batches with regular vouchers interfaced in FI$Cal utilizing FI$Cal and CalATERS reports to resolve any discrepancies and reconciling items. Identifies and tracks payments on hold and records payment data, as necessary to complete the transaction in FI$Cal. Manage direct travel advance requests and process them in FI$Cal. Overseas, monitors, and follow up on outstanding or late claims and ensure liquidation of travel advances. Monitors the work activities of the unit in relation to setting up Travel Concur CalATERS and accounts. Performs in depth research and analysis of account coding for proper funding sources. Performs review, and analysis of all monthly travel reports, such as, but not limited to: Unused Ticket Credits (UTCs), Enterprise Rental car, Concur, Smart New Accounts Payable (SNAP) (Conferma), and US Bank Card (portal), for State compliance. Oversee monitors, and compare charges with travel bookings, investigate unauthorized charges, issue non-compliance notifications, and oversee the recovery of funds from travelers who misuse the Virtual Card Number (VCN).

25% Oversees and directs the development, coordination, and provide a wide variety of communication tools, including SharePoint and the Department Travel Guide, to ensure timely and accurate travel-related updates are provided to travelers and staff. Provides oversight and guidance in the monthly or quarterly review and updating of the Travel Guide as needed, to ensure information remains accurate and current. Leads and coordinates with the Department's Training Services Unit and various control entities to set up the Department-wide training. Monitors, analyzes, and interprets updates that will affect the Department's travel process and procedure. Communicate changes to the travel team and the Department's travelers. Acts as primary Liaison and point of escalation who will partner with CalHR, California Department of General Services (DGS) -Statewide Travel Program (STP), CI Azumano, US Bank, Enterprise and 3rd party lodging entities to address and remedy travel charges made to the Department in error or require dispute. Monitor that Excess Lodging Requests meet departmental and CalHR rules and regulations. Prepares and provides statistical and financial reports, as requested by program or leadership. Reviews and analyzing reports to provide recommendations to leadership regarding financial risks and fiscal problem areas. Provides escalated support to Department employees and representatives (non-employees) performing work on behalf of the Department. Overseas and monitors the Department's travel customer support resources, such as email, phone/voice and in-person for prompt and timely response/remedy. Meet and consult with staff in resolving problems, backlogs, and meeting prompt payment requirements.

MARGINAL JOB FUNCTIONS:

5% Serving as a back-up in the Travel Unit to cover absences or relief, equalizing peak working periods, and balancing the workload for operational continuity. Oversee the gathering and preparation of year-end accruals related to travel and other duties assigned within the scope of the classification.

WORKING CONDITIONS: This position is hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Open-spaced partitioned office and use of a computer on the FI$Cal Accounting System and various software applications (i.e., Microsoft Excel and Word). During peak times including year-end processing, request for leave will be limited and approved on a case-by-case basis and may require excess hours to be worked. Work pre-approved overtime when necessary to meet deadlines.

DESIRABLE QUALIFICATIONS:

Knowledge of: Advance (intermediate-level knowledge) knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook. California's governmental accounting practices and policies, particularly those related to travel.

Ability to: Analyze data and situations. Draw sound conclusions accurately and adapt an effective course of action. Prepare clear, complete, and concise reports upon request. Identify and implement process improvements through excellent interpersonal and communication skills. Highly motivated with good organizational and time management skills. Manage multiple priorities with short deadlines. Work under pressure to meet deadlines. Provide daily customer service with courtesy and professionalism.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date
Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.