

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Accounting Officer (Specialist)		WORKING TITLE Accounting Officer (Specialist)		
PROGRAM NAME Office of Fiscal Services			UNIT NAME Accounts Payable	
ASSIGNED SPECIFIC LOCATION 1416 9th Street 12th Floor Sacramento, CA 95814				POSITION NUMBER 400 – 106-4546-091
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the general supervision of the Senior Accounting Officer (Supervisor) , the Accounting Officer (Specialist) is responsible for the audit, payment, and reconciliation of encumbrances and invoices in accordance with Government Codes, State Administrative Manual, Department procedures and the Prompt Payment Act. The incumbent is responsible for researching and performing corrective action for various types of accounting entries to ensure all expenditures and encumbrances are appropriately represented in the financial reports. The incumbent identifies and resolves encumbrances and payment procedure problems, reviews and analyzes Financial Information System for California (FI\$Cal) financial reports, and liaisons with control agencies.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40%	Reviews and audits electronic source documents from Department divisions within the Department of Industrial Relations (DIR) for completeness of required documents, accuracy of expenditure charges, and appropriate accounting coding for payment. Processes accounts payable journal entries and vouchers in the FI\$Cal to ensure DIR issues payments promptly to its suppliers. Researches clearing account appropriation balances for the current and previous two enactment years to calculate if there is enough available appropriation to pay the invoice. Resolves accounting transactions denied by the State Controller's Office and determines the applicable rules and regulations required to correct and resubmit vouchers for payment. Processes the supplier request form to establish a new vendor and update existing supplier information in the State's master file. Researches and initiates stop payment or abatement of warrants and prepares request for replacement checks.
40%	Monitors current payment information of all active purchase orders (PO) and contracts to ensure that funds are encumbered and liquidated in a timely manner. Determines the applicable rules and regulations needed to correct FI\$Cal requisition, encumbrance, and purchase order errors in specific cases utilizing the State Administrative Manual, the Chart of Accounts, and the FI\$Cal job aids as reference. Reviews FI\$Cal reports for the Department divisions' encumbrances and keeps track of encumbrance activity. Prepares a quarterly outstanding PO encumbrance report for management to track open PO's. Creates a change order to

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	an existing PO to liquidate and close encumbrances. Coordinates with the Contracts & Procurement Unit to close all PO's with reverting appropriations for year-end. Assists in preparing year-end encumbrance-related accruals and reclass journals.
15%	Provides customer service by responding to email inquiries sent to the Accounts Payable inbox within a timely manner. Researches and initiates online reports or queries for DIR accounting liaisons that output in spreadsheet format the invoice payment history of specific vendors or departments. Communicates with DIR accounting liaisons via email and phone to answer requests and resolves issues about status of invoice payments, remaining balances for encumbrances, purchase orders, and contracts. Exercises professional judgment and redacts or shreds any confidential, sensitive, or personally identifiable information encountered while performing their accounting duties. Maintains accounting records according to the DIR document retention policy to ensure compliance with state guidelines. Stores electronic or paper documents in the appropriately specified office file cabinets or online electronic document repositories.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other accounting duties and trainings to support various accounting operations, including but not limited to sorting and distributing incoming mail and sorting payroll warrants.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. You are expected to behave courteously and responsibly at all times.

The incumbent maintains consistent and regular attendance while either in office or via telework. As a state employee the Accounting Officer (Specialist) is responsible for arriving and leaving work at the times agreed upon by your supervisor, including returning on time after lunch and break periods.

The Senior Accounting Officer (Supervisor) and the Accounting Officer (Specialist) will participate in the regular employee appraisal process. The incumbent must have effective oral and written communication skills, be able to take direction from supervisor or lead employee and be able to work independently. Regular and punctual attendance is required.

Supervision Received

The Accounting Officer (Specialist) works under supervision of the Senior Accounting Officer (Supervisor) but may receive functional guidance from the Accounting Administrator I.

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent will work in an air-conditioned building with elevator access as well as natural and artificial lighting. The incumbent will be expected to work 40 hours per week in an office setting equipped with standard office equipment. Overtime may be required during non-standard hours on

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weekdays and weekends to meet workload needs. Travel may be required to the bay area or other locations, as needed, to attend meetings or training classes.

Special Requirements/Other Information

DIR provides training in specific agency software; however, the incumbent must initially demonstrate proficiency in using computer software applications, including email, spreadsheets, portable document format (pdf), and word processing, as these software applications are used daily while performing essential duties.

Physical Abilities

The position requires the ability to work at a computer for extended periods of time and to move and transport office items in a safe manner.

Additional Requirements/Expectations

None

Personal Contacts

The incumbent maintains personal contacts with the following:

- Daily: General contact via e-mail, in-person, phone, and web-based meetings with other staff within the unit.
- Daily: General and informative contact via email and phone with Staff within DIR.
- As needed: General and technical contact via mail, email, and web-based meetings with staff at other State of California departments, including the State Controller's Office, Department of Finance, Department of FI\$Cal, and Franchise Tax Board.
- As needed: Informative contact via mail, email, and phone with Private agencies, including corporate vendors and small business owners.

Employee Acknowledgment

I have read and understand the duties listed above and 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of 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

Supervisor Sign Date

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HUMAN RESOURCES OFFICE APPROVAL

S.S.

C&S Analyst Initials

8.19.26

Approval Date