



DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-039	Classification Title: Senior Accounting Officer (Spec.)	Position Number: 835-313-4567-002
Incumbent Name: Vacant	Working Title: Senior Accounting Officer (Spec.)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/Accounting	Section/Unit: Fiscal Operations/Accounts Receivable Unit	Reporting Location: Sacramento
Supervisor's Name: Vacant	Supervisor's Classification: Accounting Administrator I (Supervisor)	CBID: R01
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.



Incumbent: Vacant
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Position Description:

Under the general direction of the Accounting Administrator I, the Senior Accounting Officer (Specialist) is responsible for utilizing technical expertise and analytical skills in the performance of complex accounting functions. AFITS/Accounting Branch/Fiscal Operations Section, Accounts Receivable Unit at CalRecycle a medium-to-large-complex accounting office. This position is responsible for duties related to the accounts receivable (AR) functions within the departmental accounting office. This requires knowledge of accounting principles and procedures, governmental accounting, the uniform accounting system, related laws, rules and regulations, and principles of business management to prepare and track various monthly accounts receivable reports and complex reconciliations, analyze accounts receivables for completeness and accuracy, and ensure billings are processed according to the State Administrative Manual (SAM) and regulations set forth in Public Resources Code (PRC).

Essential Functions (including percentage of time):

- 25% Review, manage, and follow up on complex collection actions with debtors, collection agencies, Franchise Tax Board (FTB) Offsets, 3rd Party Intercept Offset, Processor Offset, and State Controller's Office (SCO) Accounts Receivable write off/discharge requests for uncollectible accounts. Conduct comprehensive research, review, and compilation of all necessary documentation to initiate appropriate actions and ensure completeness of packages/processes. Perform analysis and generate reports on aged receivables, collaborating with the Legal team for resolution. Offer recommendations to management regarding collection options as a subject matter expert. Execute collection procedures such as skip tracing, pursuit of legal judgments, and filing claims as a creditor in bankruptcy proceedings.
- 20% Act as a lead in ongoing daily production operations related to Accounts Receivable. Ensure accurate billing of customers for various types of receivables, including Audits, NOV, Regulatory Fees, Payment Plans, Penalties, Enforcement Actions, Convenient Zones, Restitution, and various court decisions. Maintain and collect Accounts Receivables in compliance with the SAM and Government Code. Actively participate in system control processes including testing and recommendation for enhancements.
- 20% Perform complex reconciliations of receivables operations utilizing various A/R database systems (e.g., CBCRF, Non-CBCRF, Office Revolving Fund and Loans). Analyze system reports to verify the proper functioning of internal posting programs and reconcile source documents (input) with system reports (output). Ensure reimbursement expenditures align with invoice requests/issued billings and validate fund/source level postings between the department and SCO. Collaborate with program managers, liaisons, and accounting staff to resolve discrepancies. Integrate current and future A/R database systems with FI\$Cal in accordance with the UCM, Legislation, SAM, and Federal regulations.
- 10% Act as a liaison between the accounting department and Program to coordinate assistance for A/R related information. Interpret policy manuals, legislative guidelines, department manuals, or statutes to determine relevant facts regarding the billing and collection of each unique fund. Respond to inquiries and conduct research on accounting history to resolve discrepancies in payments and statement balances.



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

Incumbent: Vacant
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- 5% Reconcile, review, and approve the most complex revenue refund requests resulting from participant account reconciliation or the resolution of uncleared collections. Cooperate with accounting staff to process payments.
- 5% Coordinate internal expenditure/ revenue offsets in accordance with SAM 8293.4 or Settlement Agreements; Collaborate with debtors, legal, Program, and DOF/ DGS to finalize approvals, gather required documentation, and finalize submittal. Act as contract manager for all Account Receivable contracts.
- 5% During year-end, prepare, review, and analyze the various Accounts Receivable accruals to ensure the Department's financial statements for associated funds accurately reflect the financial status. Respond to the requests from the DOF (Auditors) and PRA (Public Request Act), including preparation and submittal of financial data.

Marginal Functions (Including a percentage of the time):

- 5% Assist with other team members processing workloads whenever appropriate and practical.
- 5% Enroll/ participate in training, where necessary, (e.g., FI\$Cal, and/ or DOF) to broaden knowledge and remain consistent with changes/ updates.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or 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.
- ☐ Other (Explain below)

Explanation:



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Supervisor Statement

I certify this duty statement represents an 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	Date

Employee Statement

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

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

Employee Name	Employee Signature	Date