

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fiscal Management Section / Accounts Payable Unit-1		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Senior Accounting Officer (Supervisor)		BARGAINING UNIT S01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-071-4569-007		CURRENT DATE 08/20/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Supervisor) is responsible for planning, organizing, and directing activities of Accounts Payable staff and is responsible for the day to day operation for the Accounts Payable Unit.

SUPERVISION RECEIVED

The Senior Accounting Officer (Supervisor) reports directly to and receives the majority of their assignments from the Accounting Administrator I (Supervisor).

SUPERVISION EXERCISED

The Senior Accounting Officer (Supervisor) provides general supervision to four Accounting Officers (Specialist) and direct supervision to one Accountant I (Specialist).

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

45%

Plans, monitors, and supervises the Accounts Payable Unit activities to ensure the California Highway Patrol (CHP) is making accurate and timely payments to suppliers. Reviews and approves vouchers in the Financial Information System for California (FISCal) system and ensures payments are applied to the correct chart field values and proper documentation is attached before submission to State Controller's Office (SCO). Returns vouchers to Accounts Payable staff that are not in compliance for appropriate corrections. Ensures staff are making corrections timely and accurately. Analyzes purchase orders, service orders, contract payments, Purchase card (P-Card) transactions, leases, vehicle repairs, unemployment insurance, Voyager, Citibank payments, utility payments, court settlements, and other miscellaneous payment documents related to supplier payments. Validates vouchers adhere to all rules and regulations that govern accounting practices stated in the State Administrative Manual (SAM), FISCal procedure manuals, and departmental rules and regulations.

20%

Develops, establishes and maintains reporting systems and/or procedures necessary for the tracking and reporting of outstanding invoices and/or vouchers from FISCal, duplicate payment recovery, and penalties associated with late payments. Researches and resolves sensitive and complex issues related to accounting transactions to ensure that the department's accounting and reporting are in compliance with State rules and regulations and established departmental policy; ensures any issues are resolved in a timely manner. Responsible for the annual Internal Revenue Service 1099 Miscellaneous Income reporting process. Responsible for daily error correction, denied voucher resolution, unmatched receipt research, and monthly revolving fund replenishments and status. Ensures accuracy and transparency guidelines are met as imposed by Department guidelines. Incumbent prepares correspondence responses to departmental staff, management and other State agencies. Responds to financial data requests from department managers, State control agencies, Federal government and various auditors, utilizing the FISCal accounting system.

DUTY STATEMENT

Senior Accounting Officer (Supervisor)

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388-071-4569-007

15%	Develops work schedules; makes and reviews assignments; sets workload priorities; and monitors daily workload production and project time frames including unpaid invoice levels to ensure the CHP is in compliance with the State payment rules. Prepares workload statistical reports to effectively and efficiently manage the functions of the Unit. Prepares and monitors Year-end work plan. Organizes and prioritizes workload for staff, and conducts staff meetings. Reviews accounting policies and procedures and makes recommendations for improvement by utilizing FISCAL job aids, SAM, Government Codes, and Departmental policies and chart of accounts. Prepares monthly workload production reports to provide management with information and recommendations to effectively manage the functions of the unit.
10%	Interviews, hires, trains and evaluates employees which includes, but is not limited to, preparing duty statements, probationary reports, annual performance reports, and conducting corrective action interviews as needed. Applies progressive discipline in accordance with personnel needs and State guidelines; ensures compliance with agency and State fair labor standards and guidelines; and arbitrates and/or negotiates solutions in personnel/personal conflicts or problems. Follow ups on staffs' performance as needed to continue staff development. Identifies training needs and provides training to staff to implement new/revised procedures.
5%	In the absence of the Accounting Administrator I (Supervisor), assumes the duties by providing training, guidance, direction and problem resolution to the staff of the Accounts Payable Unit.
<u>Non-Essential Functions</u>	
5%	Performs other duties, within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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