

California Department of Tax and Fee Administration DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Accounting Officer (Specialist)		WORKING TITLE Accounting Officer (Specialist)	
DIVISION/OFFICE/UNIT FMD/Accounting Branch/Daily Revenue Section		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA - Headquarters Office	
SEERA DESIGNATION Rank & File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-371-4546-	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) performs professional and technical accounting duties of average difficulty in the establishment, maintenance, research, and analysis of accounts and financial records for the Daily Revenue Section. Constant contacts are made with field offices, the Budget Section, Cashiers Section, the State Controller's Office, the State Treasurer's Office, the California State Auditor, and various State Departments. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
45%	<u>ESSENTIAL JOB FUNCTIONS</u> Performs technical accounting work preparing and maintaining financial records or workbooks using Financial Information System for California (FI\$Cal), Centralized Revenue Opportunity System (CROS), and California Department of Tax and Fee Administration (CDTFA) databases. Assists with daily validation of deposits, remittances to State Controller's Office (SCO), and tracking, reviewing, and approving of daily revenue transaction information for Retail Sales Tax Fund and all special tax funds. Reviews and approves refunds to taxpayers. Prepares manual taxpayer refund claim schedule to SCO for partner agencies. Performs technical accounting work preparing and maintaining financial records or workbooks. Using CROS reports, prepares TC-47 and refund corrections of funds, following set guidelines with State Administrative Manual (SAM) and Generally Accepted Accounting Principles (GAAP). Documents reconciling items and verifies that all items are correctly posted to the correct revenue account at SCO, FI\$Cal, and CROS system.		
35%	Reconciles funds to ensure compliance with reporting standards. Reviews and assesses for accuracy and completeness. Research and corrects inaccuracies, discrepancies, or errors timely. Prepares adjusting entries in the appropriate system if required.		
10%	Prepares year-end financial statements for review by management, Fund Recipient Agencies, Department of Finance (DOF), California State Auditors, and SCO in compliance SAM, set principles and guidelines. Responds to questions on financial reports from control agencies, partner agencies, and CDTFA management. Prepares, analyzes, and verifies scheduled financial reports, statements, accounts, records, and various reports requested by management.		

10%

MARGINAL JOB FUNCTIONS

Assists with special accounting and research projects, gathering and reviewing revenue data, and preparing reports as needed. Becomes familiar with and assists with the establishment and implementation of new and/or enhanced processes. Drafts accounting-related procedures, correspondence, memos, and reports. Performs special projects related to the Revenue Section including preparation of correspondence and factual reports on issues and recommendations to management. Performs other related accounting duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**Work Environment:**

- This position is located in an office setting with artificial light and temperature control.
- The position may be located in a high-rise building.

Physical Abilities:

- Daily access and use of a personal computer, office equipment, and telephone.
- The ability to ascend/descend using an elevator or stairs up to eight (8) stories.
- The ability to remain in a stationary position for extended periods of time consistent with office work.

Additional Requirements/Expectations:

- Required the work mandatory overtime during peak periods.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRB Approval Date: 08/17/2026

C&P Analyst Initials: EH

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Senior Accounting Officer (Specialist)		WORKING TITLE Senior Accounting Officer (Specialist)	
DIVISION/OFFICE/UNIT FMD/Accounting Branch/Daily Revenue Section		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA - Headquarters Office	
SEERA DESIGNATION Rank & File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-371-4567-	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) performs the more complex professional and technical accounting duties in the establishment, maintenance, research, and analysis of accounts and financial records for the Daily Revenue Section. This requires an understanding of the entire accounting process and accounting system. Considerable contacts are made with field offices, the Budget Section, Cashiers Section, the State Controller's Office, the State Treasurer's Office, the California State Auditor, and various State Departments. The Senior Accounting Officer (Specialist) may serve as a lead for lower level accounting personnel. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
50%	<u>ESSENTIAL JOB FUNCTIONS</u> Independently performs the more difficult accounting work in preparing, analyzing and maintaining financial records or workbooks using Financial Information System for California (FI\$Cal), Centralized Revenue Opportunity System (CROS), and California Department of Tax and Fee Administration (CDTFA) databases. Oversee and assist with daily validation of deposits, remittances to State Controller's Office (SCO), and tracking, reviewing, and approving of daily revenue transaction information for Retail Sales Tax Fund and all special tax funds. Research, reviews and approves refunds to taxpayers to resolve discrepancies and independently takes action to resolve errors. Prepares manual taxpayer refund claim schedule to SCO for partner agencies. Performs professional and technical accounting work preparing and maintaining financial records or workbooks.		
35%	Using CROS reports, prepares TC-47 and refund corrections of funds, following set guidelines with State Administrative Manual (SAM) and Generally Accepted Accounting Principles (GAAP). Documents reconciling items and verifies that all items are correctly posted to the correct revenue account at SCO, FI \$Cal, and CROS system.		
10%	Performs the more difficult professional accounting work in analyzing control agency directives to ensure compliance with Statewide policies and procedures. Reconciles funds to ensure compliance with reporting standards. Reviews and assesses for accuracy and completeness. Researches and corrects inaccuracies, discrepancies, or errors by generating various reports and making necessary corrections in a timely manner. Prepares and maintains adjusting entries in the appropriate system if required. Assists with FI\$Cal Bank Reconciliation and unremitted worksheet monthly to ensure Cash transactions are compliant to reporting standards and to review and assess accuracy and completeness. Prepares, reviews, and validates deposit and disbursement transactions for completeness. Research Cash activity information and creates variances between CTS and FI\$Cal General Ledger of Bank Reconciliation. Research various types of deposit transaction for timing and to determine transactions affecting the Adjusted Balance on the Unremitted worksheet.		
	Prepares year-end financial statements for review by management, Fund Recipient Agencies, Department of Finance (DOF), California State Auditors, and SCO in compliance SAM, set principles and guidelines. Responds to questions on financial reports from control agencies, partner agencies, and CDTFA management. Prepares, analyzes, and verifies scheduled financial reports, statements, accounts, records, and various reports requested by management.		

5%

MARGINAL JOB FUNCTIONS

Assists with special accounting and research projects, gathering and reviewing revenue data, and preparing reports as needed. Becomes familiar with and assists with the establishment and implementation of new and/or enhanced processes. Drafts accounting-related procedures, correspondence, memos, and reports. Performs special projects related to the Revenue Section including preparation of correspondence and factual reports on issues and recommendations to management.

Performs other related accounting duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**Work Environment:**

- This position is located in an office setting with artificial light and temperature control.
- The position may be located in a high-rise building.

Physical Abilities:

- Daily access and use of a personal computer, office equipment, and telephone.
- The ability to ascend/descend using an elevator or stairs up to eight (8) stories.
- The ability to remain in a stationary position for extended periods of time consistent with office work.

Additional Requirements/Expectations:

- Required the work mandatory overtime during peak periods.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRB Approval Date: 08/17/2026

C&P Analyst Initials: EH