

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fiscal Management Section / Accounts Receivable Unit		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Accounting Officer (Specialist)		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-071-4546-961		CURRENT DATE 08/28/2026			
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 supervision of the Senior Accounting Officer (Supervisor), the Accounting Officer (Specialist) is responsible for various professional accounting duties for the Accounts Receivable Unit within the Fiscal Management Section.

SUPERVISION RECEIVED

The Accounting Officer (Specialist) reports directly to and receives the majority of their assignments from the Senior Accounting Officer (Supervisor). However, direction and assignments may also come from the Accounting Administrator I (Supervisor).

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

45%

Analyzes, computes and prepares billings in the Financial Information System for California (FI\$Cal) for customers in accordance with the provisions of reimbursable contracts and interagency agreements. This process requires each reimbursable contract or interagency agreement to be analyzed for items such as terms, billing frequency, contract period, billing amount, allowable reimbursements and fiscal year impact. This process includes compiling billing information from various sources, auditing the information received and making sure it is in accordance with the reimbursable contract or interagency agreement. Ongoing contact with various Office of Primary Interest (OPI), private companies, and collection agencies. Prepares and maintains a log that tracks billings and payments for each reimbursable contract or interagency agreement providing a reliable audit trail for each individual transaction including documenting all customer communication. Monitors the log for evidence that billed costs may exceed the contract amount. Prepares correspondence and sends to contract manager regarding contract balances so they may initiate corrective action, such as contract amendments or discontinue services. Interacts by telephone and/or written contact with attorneys and debtors who have questions about the invoice, are disputing invoice charges, or making payments. Reviews various FI\$Cal reports to analyze invalid entries, invalid accounts, and abnormal balances and take appropriate action. Creates vouchers in FI\$Cal as needed to refund customers for over payments or deposits.

20%

Creates and maintains customers using the Accounts Receivable module in FI\$Cal. Takes appropriate actions including preparing initial and follow-up correspondences; communicating adjustments and corrections to effected OPIs and customers. Using FI\$Cal, prepares and sends out Dunning letters for past due accounts. Reviews past due accounts for potential collection activities. Monitors when a past due account can be submitted to the collection agency for collection or the Franchise Tax Board for the intercept process. If accounts are too old to be collected or fall under certain dollar amounts, prepare written documentation to the Victim's Compensation and Government Claims Board for Relief from Accountability. Reviews disputes and inquiries from customers and/or debtors and takes appropriate action.

20%

Using labor reports calculate and adjust labor costs from cost pool to the appropriate charge codes based on California Highway Patrol (CHP) Chart of Accounts. These adjustments are made by creating Journal Entries in FI\$Cal.

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Accounting Officer (Specialist)

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388-071-4546-961

10%	Assists as needed with the review and billing of CHP 465, Reimbursable Letter of Agreement; CHP 735, Incident Response Reimbursement Statement; and CHP 90, Report of Court Appearance – Civil Action.
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Non-Essential Functions

5%	Performs other duties, within the scope of the classification, as assigned.
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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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