

YOUR EFFORTS WILL MAKE FISCAL A SUCCESS

DUTY STATEMENT

CLASSIFICATION TITLE Accounting Officer (Specialist)	DIVISION NAME Administrative Services Division,
WORKING TITLE Accounting Officer (Specialist)	OFFICE/SECTION/UNIT Financial Operations Office, Accounting Section
EMPLOYEE NAME Vacant	POSITION NUMBER 333-650-4546-001

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general supervision of the Accounting Administrator II, Accounting Section Chief, the Accounting Officer (Specialist) is responsible for performing a variety of professional accounting functions for the Department of FISCAL. Utilizing the FISCAL system and following the State Administrative Manual (SAM) and accounting procedures prescribed by the State Controller's Office, the incumbent will process invoices, validate and schedule payments, maintain invoice files and logs and act as a liaison between accounting and program staff. The incumbent will also assist with month-end and year-end processes, assist with special projects, develop procedures and provide backup to the Accounting Section team members.

SUPERVISION RECEIVED

Reports directly to the Accounting Administrator II, Accounting Section Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
25%	Review/Process Invoices • Log, audit and process invoices for payment, including conducting a preliminary review of purchase orders and contract payments to ensure invoices are properly approved by the program staff and do not exceed contracted amounts. • Collaborate with program staff to resolve discrepancies promptly. • Prepare correspondence to vendors and program staff regarding disputed items to ensure payments are accurate and issued on time in compliance with the Prompt Payment Act.
30%	Utilize FI\$Cal and Coupa Systems • Validate and schedule invoice payments in FI\$Cal and Coupa in compliance with departmental policies, the State Administrative Manual (SAM), and accounting procedures prescribed by the State Controller's Office (SCO). • Apply accounting principles and departmental guidelines to ensure appropriate account codes, funds, and fiscal years are utilized to provide accurate and consistent financial reports. • Verify that the vendor identification numbers and addresses in FI\$Cal and Coupa match the corresponding purchase documents. • Post payments in the FI\$Cal system and submit vouchers for approval. • Review new supplier bank account information and request approval from Department of Finance and SCO. Ensure accuracy of payments processed through the Electronic Funds Transfer (EFT). • Analyze, research and resolve discrepancies related to payment and encumbrance information to ensure proper reconciliation. • Complete the 1099 reporting to meet requirements for vendor reportable income payments and submission to SCO through FI\$Cal by the required due date.
15%	Maintain files/logs • Keep scanned copies of purchase documents (e.g., purchase orders, contracts) along with associated invoices and payment details. • Maintain logs of purchase documents and payments, including encumbrance balances. • Ensure encumbrance balances in purchase order logs match the open encumbrances recorded in FI\$Cal.

	• Archive closed documents in accordance with the retention policy.
10%	Customer Service • Serve as a liaison between accounting and program staff to provide assistance, answer inquiries, and coordinate information related to invoice payments. • Interpret the SAM and other relevant documentation to respond accurately to information requests. • Occasionally deliver formal and informal training to program staff on contracted payment procedures.
10%	Processes/Procedures • Assist with month-end and year-end activities, including accruals and financial statements, in accordance with the SAM. • Support special projects involving policy research and analysis. • Develop and document procedures and workflows to ensure consistency and efficiency. • Initiate and implement business process improvements to enhance operations. • Provide backup support to team members, as needed. • Retrieve and distribute mail for the Accounting Section. • Log and track invoices accurately. • Route invoices to the appropriate unit for review, approval, and signature. • Participate as a subject matter expert in testing FI\$Cal system functionality and processes.
5%	Approve Travel Advance Requests and Travel Expense Claims (TECs) from CalATERS • Use California Automated Travel Expense Reimbursement System (CalATERS) to review and approve Travel Advance Requests and TECs. • Audit and approve or deny the requests and claims in accordance with California Department of Human Resources (CalHR) and departmental travel reimbursement policies and guidelines. • Assist with processing of excess lodging requests, as needed.
% OF TIME	MARGINAL FUNCTIONS
5%	• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of

the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst: AR

Date Revised: 01/20/26