

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fiscal Management Section - Accounts Payable Unit 1		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 388-071-4546-725	CURRENT DATE 08/31/2026			
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 (Specialist), the Accounting Officer (Specialist) is responsible for various professional accounting duties for the Accounts Payable Unit.

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 Supervisor II and/or Accounting Administrator III.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

45%	Using the Financial Information System for California (FI\$Cal) creates vouchers for the most complex payments which may include purchase orders for contracts, rents, direct transfers and settlements. Verifies invoices for accuracy, appropriate authority, and approvals. Makes payments in accordance with the California Prompt Payment Act, State Administrative Manual, State Controller's Office (SCO), Department of General Services, and all applicable rules, regulations and departmental procedures. This is accomplished by validating charges on supplier invoices against the purchase order if applicable, ensuring invoices have the appropriate approvals, identifying issues in good and/or services received. Identifies payment errors or inaccuracies and notifies suppliers and program staff and follows up to ensure charges were corrected by supplier on subsequent invoices. Ensures that invoices are coded correctly and, where there is one contract for multiple areas, ensures that the amount allotted for each area within the contract is not over expended. Ensures that variances between the contract accounting records and independent payment logs are researched and reconciled; ensures that contract payment amounts reflect the latest rates included in the contracts; maintains and reviews payment and transaction histories to ensure that cumulative payments do not exceed contracted authority; and all documentation is provided, as necessary, to SCO to efficiently process the payments.
15%	Creates vouchers in FI\$Cal using the Office Revolving Fund (ORF) as requested. Ensures the ORF is replenished timely and in accordance with State laws, rules, and regulations. This requires constant communication with area and division offices to ensure appropriate documentation is acquired to process revolving fund replenishment.
15%	Reviews and approves Procurement Card vouchers which are created through the voucher build process as well as monitor and correct any vouchers build errors. Creates new petty cash, changes funds, replenishes petty cash, and changes funds through the creation of vouchers.
10%	Independently researches and provides information, assistance, necessary action and correspondence to various levels of departmental staff, suppliers and control agencies; researches and responds to various requests for financial information from Department managers via email and phone calls. Prepares dispute notifications and stop payment requests. When necessary, determines the cause of overpayment and the appropriate course of action needed to recoup any duplicate payments. Works with vendors to recover over payments, and when received, ensures that payments are coded correctly to

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	properly abate the funds.
5%	Assists other Accounts Payable staff in resolving issues and providing guidances, as necessary. Assists in the training of new staff. Answers Accounts Payable Unit's mainline phone and sorts and distributes the incoming mail on a rotational basis.
5%	Using FISCal, creates new suppliers. Updates current supplier information as needed (i.e. address change or name change). Works with suppliers to obtain the information necessary to pay the supplier.
	<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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