

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 076-800-4546-001		MCR / HCR	
DIVISION / UNIT California Medical Facility		CLASSIFICATION TITLE Accounting Officer (Specialist)			
		WORKING TITLE Accounting Officer			
		TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Solano County		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Accountant Officer is responsible for practices, policies and procedures of the Trust Office established by the Department.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Senior Accounting Officer (Supervisor), the Accounting Officer (Specialist) will act as the Accounting Department lead person for workload distribution of Support functions. In this capacity, the Accounting Officer (Specialist) will assign, review, and audit the duties of Support staff to ensure accuracy and compliance with all applicable regulations and policies. The Accountant I (Specialist) shall maintain a strong knowledge of practices, policies, and procedures of the Accounting Office. Additional duties and functions may be assigned as needed. The Accounting Officer (Specialist) shall have knowledge of all Trust/Support functions of the Accounting Office.					
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
35%		Responsibilities: All Cashier duties. Overseeing the processing and distribution of Master Pay and Overtime Pay. To work closely with Personnel to ensure the accurate processing of Accounts Receivables (AR's), Garnishments, Chapter 13's, Child Support and Spousal support. Lead person: Train, plan, organize, direct, and lead subordinate Support staff and any other Accounting staff assigned to you by the Accounting Officer.			

35%	Specific Duties: Cashier, clearing Master Pay, Overtime, and all other checks. Creating Deposits for all funds received into the Accounting Office. Prepare Transmittal logs, cash logs, check logs, and deposit logs. Conduct off-site bank deposit via state vehicle. Work Distribution: Review Support functions to ensure proper workload distribution to subordinate staff assigned to you. Conduct audits and reviews to ensure the proper completion of subordinate staff workload. Backup: Act as a backup for the Senior Accounting Officer (Supervisor) functions in the absence of the Supervisor, and/or any Trust/ Support staff as needed.
25%	
5%	

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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