

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Accountant Trainee

POSITION NUMBER:

800-625-4179-751

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Finance and Accounting/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Accounting Disbursements/Fin Services/State Operations

SUPERVISOR'S NAME:

Nguyet Lan Nguyen

SUPERVISOR'S CLASS:

Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

The Accounting Disbursements Bureau is responsible for fulfilling the disbursement obligations of the California Department of Social Services (CDSS) in accordance with the legal requirements of all programs administered by CDSS. The Bureau approves and processes all disbursements of payments in accordance with the Budget Act and other statutory authority for thirty Funds and approximately 400 appropriations, totaling more than \$47 billion annually.

CONCEPT OF POSITION:

Under the close supervision of the Accounting Administrator I, Supervisor (AA I-Sup), the Accountant Trainee (AT) learns to perform accounting duties, including maintaining financial reports to ensure funding availability; acts as a liaison to control agencies and CDSS staff; and conducts research to answer correspondence or to provide information requested by management, control agencies, CDSS staff, and vendors.

A. RESPONSIBILITIES OF POSITION:

- 35% In a learning capacity and with close supervision, assists in originating financial accounting transactions for the accounts payable areas. Under close supervision, learns to audit and verify various types of invoices for accuracy, ensures goods or services have been received, expenditures justified on invoices, and have been approved for payment. With guidance, schedules various purchase and service related payments, penalty payments, and other miscellaneous payments, ensuring all supporting documents, appropriate approvals, and proof of service or purchase are included prior to approving claim for payment. Assists in preparing court order and/or legal type payments. With direction and assistance, prepares, inputs, and monitors accounting transactions in an automated system. Ensures payments are made in accordance with Victim Compensation and Government Claims Board rules, the State Administrative Manual, Government Codes, and/or contract provisions. Utilizes the Financial Information System for California (FI\$Cal) to meet daily operational needs.
- 25% With direction and guidance, learns to respond to inquiries from vendors, CDSS staff, and/or control agencies via telephone and written correspondence, including researching problem invoices and other payment types, and assisting in the collection of overpayments.
- 20% In a training capacity, learns to provide technical assistance, fiscal consultation, and/or training to CDSS staff, vendors, and/or control agencies regarding CDSS' payment processes. With guidance, assists in the preparation and production of standard and/or special reports for CDSS staff, vendors, and/or control agencies.
- 15% With close direction and assistance, learns to analyze and prepare daily, monthly, and/or quarterly reconciliations of payment ledgers to FI\$Cal, and/or other automated accounting system(s), to ensure expenditures and encumbrance data are accounted for and properly recorded. Under close supervision and with instruction, learns to research and analyze accounting records and payment procedures to identify erroneous postings and/or procedures; and performs necessary corrective actions, including audit trails, documentations, and updating procedures as needed.
- 5% Other duties as needed to provide support within the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AT receives close supervision from the AA I-Sup. The AT is responsible for the timely completion of assignments in an acceptable format and apprising the AA I-Sup of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AT has daily contact with private vendors, CDSS staff, and control agencies regarding services rendered and promptness of payment.

E. ACTIONS AND CONSEQUENCES:

Inaccurate analysis and erroneous recording of accounting data would impact the integrity of management accounting reports, trial balances, federal reimbursement programs, and CDSS' financial statements. Failure to meet requirements on a timely basis can result in penalty interest payments to vendors conducting business with CDSS. This can also result in vendors being unwilling to do business with CDSS, unwillingness to extend credit to CDSS, and limit CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

The AT must have good technical accounting skills, as well as good interpersonal and communication skills, and be able to work well under pressure. In addition, the incumbent must demonstrate a high degree of flexibility to accommodate shifts in priority and workload as well as provide training to Bureau staff.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Accounting Officer, Specialist

POSITION NUMBER:

800-625-4546-751

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Finance and Accounting/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Accounting Disbursements/Fin Services/State Operations

SUPERVISOR'S NAME:

Nguyet Lan Nguyen

SUPERVISOR'S CLASS:

Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible: VACANT

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

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CONCEPT OF POSITION:

Under the general supervision of the Accounting Administrator I, Supervisor (AA I-Sup), the Accounting Officer, Specialist (AO-Spec) performs professional accounting duties of average difficulty: maintains financial reports to ensure funding availability; acts as a liaison to control agencies and CDSS staff; and conducts research to answer correspondence or to provide information requested by management, control agencies, CDSS staff, and vendors.

A. RESPONSIBILITIES OF POSITION:

- 30% Originates financial accounting transactions for the accounts payable areas. Audits and verifies all incoming invoices for accuracy and compliance, ensures goods or services have been received, expenditures justified, and invoices have been approved for payment. Processes all purchase and service related payments, penalty payments, and other miscellaneous payments, ensuring all supporting documents, appropriate approvals, and proof of service or purchase are included prior to processing claim. Processes any court order and/or legal type payments. Prepares, inputs, and monitors accounting transactions in an automated system. Ensures payments are made in accordance with Victim Compensation and Government Claims Board rules, the State Administrative Manual, Government Codes, and contract provisions. Utilizes and maintains the Financial Information System for California (FI\$Cal) to fulfill daily operational needs.
- 25% Responds to inquiries from vendors, CDSS staff, and control agencies via telephone and written correspondence. Researches problem invoices, processes special payments, and collects overpayments.
- 25% Provides technical assistance and fiscal consultation and/or training to CDSS staff, vendors, and control agencies regarding CDSS' payment processes. Prepares standard and/or special payment production reports for CDSS staff, vendors, and/or control agencies.
- 15% Analyzes and prepares daily, monthly, and/or quarterly reconciliations of payment ledgers to FI\$Cal and/or other automated accounting system(s) to ensure that expenditures and encumbrance data are accounted for and properly recorded. Researches and analyzes accounting records to identify erroneous postings and/or procedures; and performs necessary corrective actions, including audit trails, documentations, and updates procedures as needed.
- 5% Other duties as needed to provide support within the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AO-Spec receives general supervision from the AA I-Sup. The AO-Spec is responsible for the timely completion of assignments in an acceptable format and apprising the AA I-Sup of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AO-Spec has daily contact with private vendors, CDSS staff, and control agencies regarding services rendered and promptness of payment.

E. ACTIONS AND CONSEQUENCES:

Inaccurate analysis and erroneous recording of accounting data would impact the integrity of management accounting reports, trial balances, federal reimbursement programs, and CDSS' financial statements. Failure to meet requirements on a timely basis can result in penalty interest payments to vendors conducting business with CDSS. This can also result in vendors being unwilling to do business with the CDSS, unwillingness to extend credit to CDSS, and limit CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

The AO-Spec must have good technical accounting skills, as well as good interpersonal and communication skills, and be able to work well under pressure. In addition, the incumbent must demonstrate a high degree of flexibility to accommodate shifts in priority and workload as well as provide training to Bureau staff.