

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Senior Accounting Officer (Specialist)		WORKING TITLE Senior Accounting Officer (Specialist)	
DIVISION/OFFICE/UNIT FMD/Accounting Branch/GFAP		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA - Headquarters Office	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED May act as lead	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-371-4567-012	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Accounting Administrator II (Manager), the Senior Accounting Officer (Specialist) independently performs the more difficult professional accounting work in the researching, analyzing, monitoring, establishing, and maintaining of accounts and financial records in the General Fund Accounts Payable (GFAP) Unit. Provides accounting expertise on complex accounting issues relating to contracts, accounts payable, and special projects. Meets with various California Department of Tax and Fee Administration (CDTFA) units and management to facilitate the work between various offices. Considerable contact is made with CDTFA/Board of Equalization (BOE) management, the Budget Branch, the Contracts Section, the State Controller's Office (SCO), and the Department of General Services. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
45%	<u>ESSENTIAL JOB FUNCTIONS</u> Reviews the more difficult contract invoices for compliance with the respective terms and conditions of CDTFA's contracts. Maintains contract balances and ensures vendors do not overbill against the contracts. Contacts vendors to resolve billing problems. Prepares, reviews, verifies claim schedules and submits them to SCO for payment. Researches discrepancies in departmental expenditures, working closely with department liaisons and the Associate Accounting Analyst to resolve issues. Independently takes action to correct errors. Advises management on the condition of accounts and makes recommendations on specific problems relating to the accounts.		
20%	Performs the more difficult professional accounting work in analyzing control agency directives to ensure compliance with Statewide policies and procedures. Coordinates implementation of accounting procedural and policy changes and assures accounting systems and procedures are updated to reflect new programs and requirements. Guides staff in the implementation of new functions and follows up with staff to ensure new procedures are implemented correctly.		
20%	Performs special assignments collecting and organizing information and research projects. Coordinates special requests for accounting data from CDTFA/BOE management and prepares correspondence and factual reports. Compiles data and documents to comply with Public Records Act requests and coordinates responses from other accounting units to provide information in a timely manner.		
10%	Acts as backup to staff on scheduling various invoices for payment to SCO. Assists staff with the posting to the various registers in the General Fund and Vendor Services Unit and in the reconciliation of the Allotment Expenditure Ledger on a monthly basis. Alerts management to problems. May act as a team lead, provide on the job training and technical support to staff.		

5%

MARGINAL JOB FUNCTIONS

Performs other accounting job-related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- The position may be located in a high-rise building.
- Office setting with artificial light and temperature control.

Physical Abilities:

- Daily access and use of a personal computer and telephone is essential.
- Frequent use of an elevator and/or the ability to ascend/descend stairs up to eight (8) stories.
- Stationary position requirements consistent with office work.

Additional Requirements/Expectations:

- Required to work mandatory overtime during peak periods.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRB Approval Date: 09/01/2026

C&P Analyst Initials: EH