

☐ Current
☒ Proposed

Civil Service Classification: Accounting Officer (Specialist)
Working Title: Accounting Officer
Division Branch Name: Division of Administrative Services / Office of Finance & Administrative Operations / Accounting Management Section
Incumbent: Vacant
Position Number: 797-634-4546-004
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-Exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) in collaboration with a peer Senior Accounting Officer (Specialist) performs a variety of accounting functions for the California Department of Aging (CDA), Accounting Management Section (AMS). The tasks require effective analytical and communication skills and independence of action in carrying out the responsibilities. The incumbent possesses a broader scope of knowledge and more proficiency in processing Accounts Receivable (AR) invoicing responsibilities; Office of the Revolving Fund (ORF), travel, and payroll responsibilities; Financial Information System for California (FI\$Cal) AR responsibilities; year-end and report requirements; and miscellaneous accounting responsibilities. These duties are broadly defined as follows:

ESSENTIAL JOB FUNCTIONS:

40% Accounts Receivable Invoicing Responsibilities

- Independently research any AR reconciling items and prepare correcting entries to the FI\$Cal system for review by management.
- Complete all AR set-ups in FI\$Cal.
- Prepare Reimbursement Invoices for the Commission on Aging. Assist and back up the Senior Accounting Officer with Interagency Agreement Contracts. Run expenditure reports and bill for reimbursement of contracted services on a monthly or quarterly basis per contract.
- Analyze, audit and reconcile the annual Health Insurance Counseling and Advocacy Program assessments and complete the HMO invoices. Coordinate with the Audits and Risk Management Branch and Local Finance Section to prepare invoices for audit determinations.
- Collaborate with the Local Assistance team on closeout invoices for all state and federal grant contracts as directed by management or the Payables Senior Accounting Officer.
- Independently responsible for the collection and follow-up of outstanding ARs including preparing delinquent notices, offset procedures, and discharge of accountability.
- Independently maintain and reconcile AR Item log with the AR Aging Report. Prepare monthly status report on outstanding ARs for management review.

30% Office of Revolving Fund, Travel, and Payroll Responsibilities

- Independently prepare ORF checks for salary, travel, and expense advances. Prepare travel advance checks generated from employees' requests in the California Automated Travel Expense Reimbursement System (CalATERS). Research, analyze, monitor, and maintain accounts and financial records for the ORF.
- Independently, prepare master payroll warrants for distribution. File and maintain the State Controller's Office (SCO) payroll clearance reports, as necessary.
- Coordinate with the Business Management Section (BMS) and the Human Resources Bureau (HRB) for warrants/payroll needing release and mailing.
- Follow AMS safe and currency security measures ensuring that all items are accounted for.

15% FI\$Cal AR Responsibilities

- Direct maintenance of the check receipt log and entering checks for deposit into FI\$Cal. Prepare deposit slips/checks to be remitted to the bank and maintain the AR Deposit log.
- Create and maintain Employee IDs in FI\$Cal for all employees.
- Create and maintain Customer and Supplier IDs in FI\$Cal. Submit requests to SCO via FI\$Cal for approval.
- Run, review and analyze AR reports for outstanding Payroll AR to submit to HRB monthly.
- Initiate the AMS separations process upon receiving email notification of employee separation.

10% Year-End and Report Requirements

- Independently prepare year-end accruals for salaries and adjusting entries for revenue collected in advance, cash receipts, and any unbilled ARs.
- Collaborate with the Senior Accounting Officer to reclass AR accounts.

MARGINAL JOB FUNCTIONS:

5% Miscellaneous Responsibilities

- Attend and participate in internal and external meetings and training.
- Coordinate with Analyst I to order and maintain adequate level of checks for ORF accounts.
- Review and maintain desk procedures manual.
- Keep current on all changes to FI\$Cal job aids for AR activities.
- Coordinate with BMS for SCO Runs and relevant mailings.

TRAVEL: not required

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☐ Duties meet class specification and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: _____ Date Approved: _____

Revision Date (if applicable): _____

☐ Current
☒ Proposed

Civil Service Classification: Accountant Trainee
Working Title: Accountant Trainee
Division Branch Name: Division of Administrative Services / Office of Finance & Administrative Operations / Accounting Management Section
Incumbent: Vacant
Position Number: 797-634-4179-XXX
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-Exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

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DESCRIPTION:

Under the close supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee (AT) in collaboration with a peer Senior Accounting Officer (Specialist) performs a variety of accounting functions for the California Department of Aging (CDA), Accounting Management Section (AMS). The tasks require effective analytical and communication skills in carrying out the responsibilities. The incumbent handles Accounts Receivable (AR) invoicing responsibilities; Office of the Revolving Fund (ORF), travel, and payroll responsibilities; Financial Information System for California (FI\$Cal) AR responsibilities; year-end and report requirements; and miscellaneous accounting responsibilities. These duties are broadly defined as follows:

ESSENTIAL JOB FUNCTIONS:

40% Accounts Receivable Invoicing Responsibilities

- Assist the Senior Accounting Officer with research of any AR reconciling items and prepare correcting entries to the FI\$Cal system for review by management.
- Complete all AR set-ups in FI\$Cal.
- Post Reimbursement Invoices for the Commission on Aging into FI\$Cal. Assist the Senior Accounting Officer with Interagency Agreement Contracts. Run expenditure reports and bill for reimbursement of contracted services on a monthly or quarterly basis per contract.
- Post invoices for the annual Health Insurance Counseling and Advocacy Program assessments. Coordinate with the Audits and Risk Management Branch and Local Finance Section to prepare invoices for audit determinations.
- Coordinate with the Local Assistance team to post closeout invoices for all state and federal grant contracts as directed by management or the Payables Senior Accounting Officer.
- Responsible for the collection and follow-up of outstanding ARs including preparing delinquent notices, offset procedures, and discharge of accountability.
- Maintain and reconcile AR Item log with the AR Aging Report. Prepare monthly status report on outstanding ARs for management review.

30% Office of Revolving Fund, Travel, and Payroll Responsibilities

- Prepare ORF checks for salary, travel, and expense advances. Prepare travel advance checks generated from employees' requests in the California Automated Travel Expense Reimbursement System (CalATERS). Research, analyze, monitor, and maintain accounts and financial records for the ORF.
- Prepare master payroll warrants for distribution. File and maintain the State Controller's Office (SCO) payroll clearance reports, as necessary.
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- Prepare year-end accruals for salaries and adjusting entries for revenue collected in advance, cash receipts, and any unbilled ARs.
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