

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Senior Accounting Officer, Specialist

POSITION NUMBER:

800-624-4567-955

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

Finance and Accounting/Accounting and Fiscal Systems Branch

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

Accntg & Automation Support/Enc & CECRIS Support/Encumbrance Unit

SUPERVISOR'S NAME:

PADAO LEE

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.

MISSION OF ORGANIZATIONAL UNIT:

The Accounting and Automation Support Bureau actively participates in the County Expense Claim Reporting Information System (CECRIS) project from start to finish following the Agile-SCRUM methodology; and contributes in the procurement process and monitors contract obligations and deliverables to ensure efficient compliance with all guidelines, rules, and regulations. Utilizes the newly automated time reporting system, Employee Service Center, to streamline the labor distribution process which ensures the fiscal integrity of the cost allocation and the Financial Information System for California (FI\$Cal) month end/year end processes; and ensures cost allocation processes adhere to federally approved methodology for the State's Cost Allocation Plan and remains in line with the Budget Act on behalf of the Department. Provides financial reports and analysis to stakeholders and Department end users to support the Accounting and Fiscal System Branch's mission.

CONCEPT OF POSITION:

Under the general direction of the Accounting Administrator I, Supervisor (AA I-Sup), the Senior Accounting Officer, Specialist (SAO-Spec) conducts the more complex accounting transactions in the Encumbrance Unit. The SAO-Spec is responsible for completing the analytical, planning, and oversight activities for the Encumbrance Unit. The SAO-Spec utilizes state policies and rules and is able to work independently. The SAO-Spec conducts research; writes and presents special reports; and leads and participates in special projects. The SAO-Spec is responsible for analyzing and reviewing incoming requests for FI\$Cal entry to determine the appropriate FI\$Cal fund coding for a variety of transactions, including IT, Non-IT and other payment agreements to ensure state compliance.

A. RESPONSIBILITIES OF POSITION:

- 40% Acts as lead support for the Encumbrance Unit. Responsible for analyzing, reviewing, and entering complex transactions in FI\$Cal, including analyzing and reviewing requests to determine the appropriate funding for a variety of agreements for payment purposes. Assesses and determines the best processes for each type of transaction in accordance with state standards and for efficiencies. Ensure documentation in Accounting Contract Review (ACR) is accurately recorded in the ACR SharePoint. Confirm funding availability and accounting codes for accurate financial management. Independently tracks and maintains the Encumbrance Intake mailbox and provides immediate follow-up and completion of tasks and assignments as appropriate. Completes all necessary trainings for FI\$Cal. Provides guidance to customers with navigation of the FI\$Cal process. Coordinates with Accounts Payable (A/P), and Budgets to resolve budgetary and funding coding issues to ensure accuracy prior to transacting in FI\$Cal for payment purposes. Coordinates with A/P, Contracts, and Budgets on completing purchase order creations, corrections, liquidations, and dispatches purchase orders needed.
- 30% Collects, compiles, analyzes, reviews, and processes incoming requests for Purchase Order Transaction such as Contracts, Grants, Grant Award Notification (GAN), Memorandums of Understanding (MOUs), and Master Service Agreements (MSAs). Independently reviews requests and re-prioritizes workload as necessary. Ensures all authorizations, approvals, and critical need approvals are obtained. Establishes and sustains effective working relationships with internal and external partners. Verifies funding amounts for grant periods, terms and conditions, reporting requirements and spending limitations. Develops conclusions, and presents findings in clear and concise written and verbal formats to appropriate staff. Effectively utilizes reports using Microsoft software applications such as Word, Excel, PowerPoint, as well as FI\$Cal.
- 20% Gathers and analyzes data to prepare complex monthly and annual FI\$Cal summary reports by conducting research, coordinating information from other units, compiling final reports, and routing for internal approvals. Coordinates with the Department and Accounting to ensure all processes are adhered to and in compliance with current State Administrative Manual (SAM). Conducts records retention process on a yearly basis. Ensures records are kept in an organized manner, ensuring confidentiality and security as necessary.
- 5% Attends required training and work-related meetings to maintain knowledge of departmental policies, procedures and systems. Assists with cross-training staff and provides guidance to program customers on applicable processes and procedures.
- 5% Performs special projects or other duties to provide support within the Accounting and Fiscal Systems Branch (AFSB) as required.

B. SUPERVISION RECEIVED:

The SAO-Spec receives general direction and supervision from an AA I-Sup.

C. ADMINISTRATIVE RESPONSIBILITY:

The SAO-Spec will serve as a lead for the Section in the absence of the AA I-Sup.

D. PERSONAL CONTACTS:

The SAO-Spec will interact with Department staff, and state control agencies.

E. ACTIONS AND CONSEQUENCES:

Failure to make sound decisions and maintain adequate internal financial controls may result in expenditures erroneously made, as well as jeopardizing the reimbursement of federal funds, incorrect reporting of unadjusted advance payments, under or over payments, and a decline in the Department's fiscal credibility.

Failure to encumber Purchase Order timely will affect payments and producing required reports in a timely manner will result in payment penalties and compromise the counties' ability to operate critical human service programs.

F. OTHER INFORMATION:

The SAO-Spec is required to continuously demonstrate excellence in customer service, strong interpersonal and team leadership skills; effective writing, editing, presentation, and verbal communication skills; and demonstrated abilities in managing multiple priorities and processes. This position requires knowledge of principals of accounting, government rules and regulations, and FI\$Cal.