

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Accounting Officer (Specialist)	Position Number: 673-820-4546-XXX
Incumbent Name: Vacant	Working Title: Accounts Payable Grants & Compliance Specialist	Effective Date: Click or tap to enter a date.
Tenure: Limited-Term	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Fiscal Services Division	Section/Unit: Receipt & Disbursement Section/Accounts Payable Unit B	Reporting Location: Sacramento
Supervisor's Name: Lenora Snyder	Supervisor's Classification: Accounting Administrator I (Supervisor)	CBID: R01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Fiscal Services Division's Accounting Branch manages and oversees accounting, financial reporting, and fiscal control activities for the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA). The branch supports programs by ensuring accurate and timely recordings of financial transactions, reconciling accounts, and preparing financial reports. It provides clear guidance and training on accounting policies and procedures, strengthens internal controls, supports continuous process improvements, and ensures compliance with applicable state and federal accounting and financial reporting requirements.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under the general supervision of Accounting Administrator I, the incumbent performs analytical and technical work to support disbursement activities within Accounts Payable Unit B-Grants, including processing payments for the MyFirstEV Program. The position is responsible for analyzing payment transactions, preparing documentation, and ensuring compliance with established accounting policies and procedures. The incumbent contributes to the goals of the section by promoting operational

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consistency and strengthening internal control effectiveness while ensuring timely and accurate payments for the MyFirstEV Program.

% of Time	Essential Functions
35%	Manage Grant inbox and prepare requests for processing of grant disbursements for the MyFirstEV Program using Financial Information System of California (FI\$Cal) to process Electronic Fund Transfer (EFT) payments in the COUPA module in FI\$Cal. Review, verify, and process invoices for payment, vouchers in FI\$Cal ensuring accuracy, completeness, and compliance and approved terms. Verify grant accounting chartfields and fund availability and communicate with grant program staff to resolve issues and process payments within 45 days in accordance with the California Prompt Payment Act (CPPA). Review and approve vouchers in FI\$Cal, maintain payment logs and ensure timely, accurate, and compliant payment processing for all assigned grant and disbursement activities. Process invoices related to purchase orders (POs) and contracts, for the MyFirstEV Program.
35%	Produce monthly grant expenditure reports, including reports for the MyFirstEV Program. Reconcile grant expenditures with grant program staff within CARB and CalEPA. Collaborate with Acquisitions to ensure grant agreements, including those for the MyFirstEV Program, are current and accurately maintained. Work with the Budgets Office to resolve funding issues and ensure proper funding availability and to ensure federal project awards are established, federal drawdowns are completed, and grant expenditure transactions and reporting, including those related to the MyFirstEV Program, are accurate and compliant. Perform necessary accounting activities to prepare for month-end and year-end closing, including reconciliations, expenditure reporting, and financial analysis for assigned grant programs.
25%	Research and resolve grant payment issues. Respond to grant disbursement inquiries from management, as well as internal and external stakeholders. Perform a variety of reconciliations including but not limited to encumbrance reconciliation, payment log reconciliation. Participate in grant meetings, and when needed; provide grant expenditure status updates and insights.

% of Time	Marginal Functions
5%	Other duties as required under the scope of the classification.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.

Requires prolonged periods of sitting at a desk and working on a computer.

Involves the frequent use of standard office equipment, including computers, phones, copiers, and printers.

May require occasional lifting and carrying of materials weighing up to 25 pounds.

Requires visual acuity to read and prepare documents and use a computer screen.

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Typical Working Conditions

Work is performed in a climate-controlled office environment.

Involves prolonged periods of sitting at a desk and working on a computer.

May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.

Noise levels are typically low to moderate.

May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Travel up to _____ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?

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☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date