

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fiscal Management Section/Payroll Unit		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Accounting Officer (Specialist)		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Part-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-071-4546-727		CURRENT DATE 09/11/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) is responsible for Financial Information System for California (FI\$Cal) for the Cashiering Unit.

SUPERVISION RECEIVED

The Accounting Officer (Specialist) reports directly to and receives the majority of their assignments from the Accounting Administrator I (Supervisor). However, direction and assignments may also come from the Accounting Administrator II and/or Accounting Administrator III.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
55%	Performs complicated analysis of payroll accounts receivables. This includes reviewing journal entries and half sheets and making the appropriate calculations, preparing State Controller's Office (SCO) journal entries, recording general ledger, and posting payments collected by the SCO. Posts the more difficult adjusting entries, monitors and tracks open payroll accounts receivables. Reconciles payroll accounts receivable to FI\$Cal monthly. Works closely with both SCO and the Human Resources Section (HRS). Initiates monthly Code 35 payroll deductions for accounts receivable. Prepares input documents to correct Code 35 errors from SCO. Prepares documents to SCO for accounts receivable over payments. Prepares payroll accounts receivable general ledger transactions into FI\$Cal.
15%	Responsible for the collection process on Payroll Accounts Receivable. This includes reviewing monthly all open accounts, preparing 30, 60, 90 day letters, forwarding unpaid accounts to the Franchise Tax Board and preparing Discharge of Accountability claims.
15%	Assists in the processing of credit card payments and electronic fund transfers. Reviews coding for cash receipts for accounts receivable payments and miscellaneous credit card sales. Reviews the monthly reconciliation between the electronic transfers and the State Treasurer's Office.
10%	Reconciles quarterly open item report with HRS, this includes researching open payroll accounts receivable items and making the appropriate entries to correct or informing HRS of items then need to correct.
	<u>Non-Essential Functions</u>
5%	Performs other duties, within the scope of the classification, as assigned.
TOTAL	100%

Accounting Officer (Specialist)

388-071-4546-727

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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