

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fiscal Management Section/Accounts Receivable Unit-1		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Accountant I (Specialist)		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-071-4177-040		CURRENT DATE 06/08/2026			
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 direct supervision of the Senior Accounting Officer (Supervisor), the Accountant I (Specialist) is responsible for various accounting duties for the Accounts Receivable Unit.

SUPERVISION RECEIVED

The Accountant I (Specialist) reports directly to and receives the majority of their assignments from the Senior Accounting Officer (Supervisor). However, direction and assignments may also come from the Accounting Administrator 1 (Supervisor).

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

- | | |
|-----|---|
| 30% | Reviews the CHP 735, Incident Response Reimbursement Statements, for mathematical calculations and for completeness. Creates customers, ensures invoices are coded correctly, and prepares billings within the Financial Information System for California (FI\$Cal). Researches and corrects errors in FI\$Cal. The position also has ongoing telephone and written contact with attorneys and debtors who have questions about the invoice, are disputing invoice charges, or making payments; telephone or e-mail contact with Area office personnel requesting clarification of department policy regarding attorney and debtor questions, answering questions concerning the proper recording of information on the CHP 735, and computing the correct charges. |
| 30% | Utilizing FI\$Cal, audits, computes and prepares invoices for movie detail and other traffic control details on a daily basis in accordance with the provisions of the CHP 465, Reimbursable Letter of Agreement. This process requires each CHP 465 be reviewed in accordance with HPM 11.1, Chapter 6, Reimbursable Services. Researches deposits and payments from various vendors to the appropriate account in FI\$Cal; prepares invoices upon receipt of billing information from field commands; determines proper coding for posting into FI\$Cal, apply advance payments; and issues refunds when necessary. Maintains uncleared collection logs for advance deposits received for CHP 465s. This includes preparing monthly reconciliation to FI\$Cal, reaching out to field commands for billing information, and determining the proper general ledger account to clear money from. Has ongoing contact with field commands, state agencies, private companies, and the Film Commission to provide the necessary documentation needed for them to reimburse movie companies for filming in California. Prepares management reports related to CHP 465 billing and payments. |
| 30% | Utilizing FI\$Cal, audits, computes, and prepares invoices for CHP 90, Court Appearances for Civil Actions, in accordance with HPM 11.1, Chapter 10 , Subpoenas/Subpoenas Duces Tecum Compliance Criminal/Civil Appearances. Researches deposits and payments from various vendors to the appropriate account in FI\$Cal; prepares invoices upon receipt of billing information from field commands; determines proper coding for posting into FI\$Cal, applies advance payments; and issues refunds when necessary. Maintains uncleared collection logs for advance deposits received for CHP 90s. This includes preparing monthly reconciliation to FI\$Cal, reaching out to field commands for billing information, and determining the proper general ledger account to clear money from. Has ongoing contact with field commands, state agencies, and private companies. Prepares management reports related to CHP 90 billing and payments. |

DUTY STATEMENT

Accountant I (Specialist)

CHP 129 (Rev. 5-19) OPI 097

388-071-4177-040

5%	Assists with the monthly dunning letter process. This includes analyzing, sorting, and sending the letters for past due accounts.
	<u>Non-Essential Functions</u>
5%	Performs other duties, within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
-----------------------	----------------------	------

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
-------------------------	------------------------	------