



State of California
California Environmental Protection Agency
Office of Environmental Health Hazard Assessment

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: FSB-001 FY 26-27	Classification Title: Accounting Officer (Specialist)	Position Number: 811-124-4546-702
Incumbent Name:	Working Title: N/A	Effective Date:
Tenure: Permanent	Time Base: Full-time	Intermittent Hours Per Month: N/A
Division/Office: Administrative Services Division	Section/Unit: Fiscal Services Branch / Accounting	Reporting Location: Sacramento
Supervisor's Name: Israel Leas	Supervisor's Classification: Supervisor II	CBID: R01
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☐ YES ☒ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.



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Position Description

The Fiscal Services Branch, Administrative Services Division, provides timely and customer service based fiscal services policy and procedural advice, service, and support needed for the Office of Environmental Health Hazard Assessment (OEHHA) management and employees. The Accounting Section is responsible for the maintenance of accounts and financial records in accordance with State and Departmental policies and procedures.

Under general supervision of the Supervisor II and lead of the Senior Accounting Officer (Specialist), the Accounting Officer (Specialist) performs professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records. The incumbent is expected to perform the following duties and all other related work.

Essential Functions (Including percentage of time):

- 35% Performs the professional accounting work associated with the billing/collections process of accounts receivables. Reviews and analyzes expenditure reports for reimbursable projects to bill service recipients in compliance with contract and monitor payments. Monitor accounts receivable records for payments received on invoices; follow-up on non-payments and have on-going contact with program contract managers in case services need to be suspended or terminated. Contact debtors by drafting collection letters for past due accounts receivables. Prepare and send standard 30-60-90 day notices to delinquent debtors pursuant to the State Administrative Manual (SAM). Follow up on collection actions with debtors and associated program staff. Make recommendations to staff and management on collection options. Coordinate with Franchise Tax Board (FTB) Offsets and State Controller's Office (SCO) Accounts Receivable to write off/implement discharge processes.
- 20% Run monthly labor distribution and set monthly cost allocation to distribute costs to the ultimate funds. Enter time sheets/ activity sheets on a monthly basis to capture costs associated with OEHHA's reimbursable projects for time spent on the projects. Work with support and program staff to collect hours worked on reimbursable projects.
- 10% Prepare monthly plan of financial adjustment to permit SCO to allocate costs paid from the primary appropriation clearing account to one or more items within OEHHA's appropriations. Track budget appropriations, revenue, and expenditures to prepare monthly cash analysis reports for management and use the information to estimate plan of financial adjustment amounts on an as needed basis.
- 10% Review General Ledger accounts and appropriations for accuracy. Run and analyze reports in the Financial Information System for California (FI\$Cal) system to ensure accurate postings to the proper accounts.
- 5% Assist the Senior Accounting Officer in preparation of year-end financial statements. Reconcile and close the general cash accounts for various funds, by analyzing FI\$Cal reports, SCO's reports and the bank statements to identify and resolve discrepancies and bring accounting systems and financial records into balance.



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- 5% Analyze and prepare Accounts Receivable accruals for the Fiscal Year End Financial Statements. Assist in the preparation of the ensuing Annual Report to the Controller of the Department's Accounts Receivables and Discharged Accounts for all funds pursuant to Government Code 16583.2. Distribute annual collection/revenue information for revenue forecasting to management and Budgets. Respond to questions regarding financial records from control agencies and auditors.
- 5% Monitor outstanding travel advances to ensure that all advances are cleared within 30 days by an expense claim, and that advances not cleared within 30 days are deducted from the employee's next payroll warrant in accordance with applicable bargaining unit agreements.

Marginal Functions (Including percentage of time):

- 5% Attend Racial Equity and Environmental Justice (REEJ)-related training and activities. Participate in workgroups to support REEJ practices. Work with REEJ manager to support the process of including REEJ in all OEHHA programs.
- 5% Assist in training new staff, and other team members' processing workloads whenever appropriate and practical such as vendor payments, payroll disbursement, and travel claims. Help maintain/ set up staff's travel/reimbursement accounts.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. Works on the 12th floor of a high-rise office building in downtown Sacramento, in an enclosed office cubicle in a smoke-free environment. Workload and certain tasks may necessitate in-office work on occasion. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state. May be required to travel to other locations for business related needs as necessary.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or 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.
- ☐ Other (Explain below)

Explanation:



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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date

Employee Statement

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

**A 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 a reasonable accommodation to perform the essential functions of this position?

☐ YES

☐ NO

Employee Name

Employee Signature

Date