STATE OF CALIFORNIA
Franchise Tax Board

Current or Proposed
Proposed
Date Approved
10/06/2026
HR Initials
TM

DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00117	**Effective Date**
Classification Title Accounting Officer (Specialist)	**Position Number** 564-553-4546-003
Working Title Accounting Officer (Specialist)	**Bureau and Section** Financial Management Bureau Accounting Services Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under general supervision of the Administrator I (supervisor), the incumbent performs professional accounting work of average difficulty in the researching, analyzing, monitoring, establishing and maintaining of General Fund accounts and financial records. Maintains working relationships with Franchise Tax Board (FTB) personnel, vendors, contractors, and state control agencies to facilitate the accounts payable process needed by internal management and other departments.

Essential Functions

Percentage	Description
30%	Analyze and prepare the average difficulty project contract, service contract, multi-year and single year purchase orders, and miscellaneous invoices for payment by the State Controller's Office. Analyze invoices to determine the expenditure line items, correct fiscal year, and to determine that all statutory and legal requirements have been satisfied. Research and analyze expenditures for proper cost accounting, identify erroneous postings and perform the necessary corrective action. Reconcile contracts with automated accounting system. Prepare annual estimated accruals of accounts payable for inclusion into the year-end financial statements.

20%	Audit payables vouchers, journal entries and encumbrance purchase orders for accuracy and completeness to conform to the Department's policies and State legal requirements. Review and approve Payables vouchers and Purchase Orders in the Automated Accounting System, ensuring all invoices and encumbrance purchases orders are processed in accordance to Government Code, State Administrative Manual (SAM) and Board of Control rules and regulations.
20%	Audit and prepare journal entries for interagency transfers. Help resolve any reconciling items with the General Fund desk. Analyze and resolve average difficulty automated accounting system posting errors. Analyze and maintain encumbrance records and closes out documents when work is complete. Process and file use tax forms and payments quarterly. Review reportable payments report each trimester and adjust the supplier account if needed. Report the status of Reportable file to State Controller's Office (SCO) each trimester.
10%	Prepare analysis of accounts for Purchasing / IT Contracts, Allotment Coordinators and Management. Act as a liaison with vendors and FTB staff to: obtain clarification and resolve average difficulty invoice and encumbrance issues; advise Procurement on Accounting requirements for future purchases / contracts; contact vendors and FTB personnel for questionable charges and to obtain approvals on billings; contact control agencies for rule interpretation and issue resolution. Alert supervisor to problems and makes recommendations.
10%	Reconcile the Transit Subsidy invoices with receipts from ticket sales. Coordinate the payment of transit invoices, working with Revolving Fund and Cash Receipts staff to ensure the receipts and the reimbursement are posted correctly.
5%	Assist in the performance of various daily, monthly, or quarterly reconciliations, as required by SAM or Departmental Policy. Review, update, and create procedures for payables processes.

Marginal Functions

Percentage	Description
5%	Other projects as needed and administrative duties as required.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)	Signature	Date