

☐ Current ☒ Proposed

Classification Title Accounting Officer (Specialist)	Division/Unit Administrative Services Division/Accounting
Working Title Accounting Officer (Specialist)	HQ Designation CalHR Sacramento
Position Number 363-100-4546-XXX	Date Prepared
Name	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general supervision of the Accounting Administrator I (Supervisor), Accounts Payable Unit, the Accounting Officer (Specialist) independently performs a variety of professional accounting duties of average difficulty for CalHR and the State Personnel Board (SPB). Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
45%	OV	Accounts Payable Organize, review, analyze, and process invoices for all payables including Travel Claims, Contracts, Service Orders, Purchase Orders, and miscellaneous invoices for payment. Prepare Office Revolving Fund (ORF) requests. Audit the expense claims via the California Automated Travel Expense Reimbursement System (CalATERS) Global for accuracy and compliance with the State Administrative Manual (SAM), CalHR, and Travel Guide rules and regulations. Contact claimants for questionable items and further information.

		Analyze travel activities for accuracy, proper authorization and compliance with established procedures, policies and government rules and regulations. Review and update travel rules and procedural changes issued by the California of Human Resources (CalHR), the State Controller's Office (SCO) and the Department of General Services (DGS). Attend DGS travel meetings and update travel procedures on CalHR intranet and departmental travel manuals as needed. Research, analyze, and resolve invoice issues by generating reports in FI\$Cal pertaining to payments to suppliers, reimbursements to revolving fund, and accurate tax reporting in order to take corrective action to resolve issues of average difficulty. Notify and make recommendations to management to ensure alternatives and solutions are provided. Communicate with staff and suppliers to resolve disputes related to invoices and travel claims. Prepare correspondence and bulletins for presentation of issues and recommendations to management. Prepare memorandums to disseminate the information to department offices and updates the CALHR Travel Guide. Provide travel and technical expertise to divisional staff. Ensure new procedures are successfully implemented and those applications meet operational needs.
35%	OV	Accounting Support Monitor the CALHR Accounting and Accounts Payable (AP) inbox; respond to inquiries related to accounting and parking. Maintain parking enrollment and prepare payroll deduction forms for SCO submission. Perform monthly parking reconciliation and coordinate with parking facility staff on parking enrollments, cancellations, and updates. Process, audit and review coding of appropriate crosswalks; Reporting Structure, Account/Alt. Account and Program codes to record expenditures and make entries into FI\$Cal to generate vouchers for payments by State Controller's Office. Correct vouchers as needed. Perform monthly reconciliation of US bank statements, office revolving fund, and cash accounts. Generate monthly ORF replenishment report, verify checks status in the Agency Paid application and replenish cashed checks. Assist in completing and reconciling Month-End Close, Year-End Close, and other related fiscal activities and reports for CalHR and SPB within set timelines.
15%	OV	Special Assignments Assist with training staff and provide back-up support for staff in their absence in order to assist with workload needs and to ensure divisions and suppliers receive assistance in accordance with office guidelines. Complete special projects as needed. Develop, maintain, and update tracking spreadsheets, desk manuals, and work status reports to ensure current FI\$Cal system updates reflect actual guidelines for work processes, in order to assist with special projects.

Percentage	(O) / (V)	Marginal Job Duties
5%	OV	Perform other duties as required consistent with unit needs.

Supervision Received

The Accounting Officer (Specialist) reports directly to and receives the majority of assignments from the Accounting Administrator I (Supervisor); however, direction and assignments may also come from the Accounting Administrator II and the Fiscal Officer (Staff Services Manager III).

Supervision Exercised

None, but may serve as a lead for Accountant Trainees.

Special Requirements/Desirable Qualifications

Experience and knowledge of: FI\$Cal, Microsoft Office, including Excel and Outlook; procedures/guidelines established in the SAM, Uniform Codes Manual (UCM), FI\$CAL Job Aids, and special procedures memos issued by SCO and DOF; and statewide accounting practices and principles.

Ability to operate standard office equipment such as but not limited to: a personal computer (desktop or laptop models), basic 10-key calculator, document system (copier, dot-matrix and laser printer, facsimile, imaging).

Ability to: work independently and apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations; establish and maintain cooperative relationships with co-workers, departmental management/supervisory staff, staff from other state agencies, and outside vendors/contractors; and speak and write effectively.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*An RA 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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

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

Supervisor Signature	Supervisor Name	Date