DUTY STATEMENT
DSH3002 (Rev. 11/2022)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date TBD

Employee Name Vacant	**Division** Administrative Services			
Position No / Agency-Unit-Class-Serial 461-250-4567-010	**Unit** Accounting Branch-Accounts Receivables			
Class Title Senior Accounting Officer (Specialist)	**Location** Sacramento			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R01	**Work Week Group:** **2**	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under the general direction of the Accounting Administrator I Supervisor, the Senior Accounting Officer (Specialist) is responsible for independently performing the more difficult professional accounting duties and serves as a lead by establishing desk procedure, guiding staff, and providing training to support efficient accounting functions which require an understanding Financial Information System for California (FI$Cal) processes. Duties include but not limited to managing the establishment and reconciliation of employees' payroll accounts receivable, and miscellaneous accounts receivable, compiling departmental wide employees' Accounts Receivable for Department of State Hospitals Executive Team and Chief of Financial Officer, and remitting General Cash to State Treasurer's Office (STO). Prepare year-end accrual journal entries and financial reports.

% of time performing duties	**Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).**
35%	Responsible for reviewing and approving the establishment of Payroll Accounts Receivable (PAR) abatement from SCO Notice of PAR created by AR Item Processor, creating the deposit to record the cash side of the SCO Notice of Transfer Journal Entry (ARO JE) and the accounting entries to record the expenditures side of the transaction and approving the deposit in FI$Cal Accounts Receivable Module. Monitor and timely reconcile outstanding Office Revolving Fund (ORF) salary advances, travel advances, expense advances, employees' payroll accounts receivable and miscellaneous invoices in conformity with DSH's Policy Directive (PD 2300) and work closely with Personnel Office to resolve and follow up on outstanding issues. Prepare monthly AR Items Reconciliation. Responsible for running FI$Cal weekly queries to validate deposit entries, AR items not sent to General Ledger Module, outstanding deposits, and incomplete payments and to coordinate with the various State Hospitals in identifying and resolving the pending items to ensure timely month-end closing. Perform various monthly and quarterly invoices and ensure timely payment and reimbursement collections.
25%	Perform the departments Bank Reconciliation to balance accounts. Responsible for compiling, organizing, and presenting departmental wide employees' accounts receivable in tables, graphs, and pie charts for review by DSH Executive Team and Chief Financial Officer. Coordinate with various State Hospitals in resolving any abnormal accounts receivable balances. Prepare

	year-end accrual journal entries and year-end financial reports, Accounts Receivable Management Representation and Certification letter and State Controller's Office AR workbook. Monitor and pursue collection of delinquent receivables through follow up letters, Franchise Tax Board offsets and application for discharge from accountability.
20%	Responsible for auditing and reviewing contract and procurement documents for FI$Cal chart of account accuracy and approval according to department policies; and as prescribed in established rules by State Controller's Office (SCO), Department of General Services (DGS), and State Administrative Manual (SAM). Communicate with internal customers to resolve accounting issues, including proper classification for expenditures for all contracts and purchase orders.
15%	Assist the Unit on assessing all accounting transactions that affect Cash Management and General Cash Adjustments. Establish accounts for internal staff Connect Cards. Gather data per auditor's requirement and document process workflow or update desk procedure, system testing for Accounts Receivable related transactions. Conduct training to new hires or other departmental staff and complete miscellaneous projects. Serve as back up duties for vacant positions or absent team member to provide coverage as needed.
5%	Other Accounting Officer Specialist duties as required including but not limited to perform back-up duties for vacant positions or absent team member to provide coverage as needed, assist on special projects as assigned by management, provide technical training as warranted, and develop, write, or update desk procedures.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties. I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without

	reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ 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. _____ _____ Supervisor's Signature Date