State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:
VACANT

CLASSIFICATION:	POSITION NUMBER:
Accountant Trainee	800-623-4179-700
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Finance and Accounting/Accounting and Fiscal Systems	Acctng & Rptng /Federal Rptng Sec/Federal Rptng Unit
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
KATHERINE KOLSHINSKI	Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ___ Designated under Conflict of Interest Code.
- ___ Duties require participation in the DMV Pull Notice Program.
- ___ Requires repetitive movement of heavy objects.
- ___ Performs other duties requiring high physical demand. *(Explain below)*
- ✓ None
- ___ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

✓ None ___ Supervisor ___ Lead Person ___ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System and State and Federal regulations. Record and reconcile all transactions posted to the Department's financial book of record, Financial Information System for California (FI$Cal). Maintain the fiscal integrity of the FI$Cal, the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies, as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the close supervision of an Accounting Administrator I, Supervisor (AA I-Sup), the Accountant Trainee (AT) assists with professional accounting duties by organizing, reviewing, and analyzing financial data for one or more programs to prepare Federal Financial Reports (FFRs) and federal estimated budget reports. In a training capacity, the AT assists with determining and managing necessary cash flow to support federal draw requests, completing associated reconciliations, and advising management of expenditures forecast relative to estimated grant awards.

A. RESPONSIBILITIES OF POSITION:

30% Works with a lead in the monitoring of cash availability to determine federal cash needs and secures cash to meet disbursement schedules. This includes, but is not limited to, checking balances available and transferred to the State Treasurer's Officer, State Controller's Office (SCO), and federal payment systems. Maintaining an accurate Allotment Expenditure Ledger (AEL) to ensure quarterly, semi-annual, and annual Federal Financial Reports can be generate with accuracy.

25% Assists in the analysis of various FI$Cal accounting reports, CECRIS system data, state support costs, and contract schedules to support the timely completion and submission of FFRs. In a training capacity, prepares the reconciliation of federal grants and transfer transactions on the AEL with SCO accounts, federal Payment Management System accounts, and FI$Cal.

20% Establishes and maintains communication with department staff to resolve problems in a timely manner. Maintains records of all correspondence between programs, Federal contact, and the Federal Reporting Unit.

10% Under close supervision, staff monitors and controls various federal grants awards and Letter of Credit authorizations and files the information accordingly so the various units can stay updated.

5% Supports staff in the interpretation of federal financial regulations and reports information to management. Works with a lead to identify changes in the operating programs, which affect accounting operations. Assists in the development and implementation of automated accounting and reporting systems necessary to comply with federal and state reporting requirements, rules, and regulations.

5% Under close supervision, communicates with various state agencies and federal personnel on fiscal matters, reporting requirements, and gathering data to federal auditors performing in-depth audits.

5% Other duties as needed to provide support within the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AT receives close supervision and guidance from the AA1 Supervisor. The AT is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA1 Supervisor on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AT has daily contact with CDSS customers, external customers from other state agencies, and county staff.

E. ACTIONS AND CONSEQUENCES:

Accurate and timely work is necessary to maintain and ensure CDSS federal funding for financial operations and prepare annual financial statements. Lack of accurate reporting and careful analysis could result in a cash flow shortfall or insufficient federal reimbursement to cover all eligible expenditures and limit CDSS ability to operate critical human services programs.

F. OTHER INFORMATION:

The AT must have excellent communication and customer service skills, as well as knowledge of computer applications, including Microsoft Word, and Excel.

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:
VACANT

CLASSIFICATION:	POSITION NUMBER:
Accounting Officer, Specialist	800-623-4546-700
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Finance and Accounting/Accounting and Fiscal Systems	Acctng & Rptng /Federal Rptng Sec/Federal Rptng Unit
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
KATHERINE KOLSHINSKI	Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ___ Designated under Conflict of Interest Code.
- ___ Duties require participation in the DMV Pull Notice Program.
- ___ Requires repetitive movement of heavy objects.
- ___ Performs other duties requiring high physical demand. *(Explain below)*
- ✓ None
- ___ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

✓ None ___ Supervisor X Lead Person ___ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System and State and Federal regulations. Record and reconcile all transactions posted to the Department's financial book of record, Financial Information System for California (FI$Cal). Maintain the fiscal integrity of the FI$Cal, the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies, as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the general supervision of an Accounting Administrator I, Supervisor (AA I-Sup), the Accounting Officer, Specialist (AO-Spec) performs professional accounting duties of average difficulty by organizing, reviewing, and analyzing financial data for one or more programs to prepare Federal Financial Records (FFRs) and federal estimated budget reports. The AO-Spec determines and manages necessary cash flow to support federal draw requests, completes associated reconciliations, and advises management of forecasted expenditures relative to estimated grant awards.

A. RESPONSIBILITIES OF POSITION:

30% Monitors of cash availability to determine federal cash needs and secures cash to meet disbursement schedules. This includes, but is not limited to, checking balances available and transferred to the State Treasurer's Officer, State Controller's Office (SCO), and federal payment systems. Maintaining an accurate Allotment Expenditure Ledger (AEL) to ensure quarterly, semi-annual, and annual Federal Financial Reports can be generate with accuracy.

25% Analysis of various FI$Cal accounting reports, CECRIS system data, state support costs, and contract schedules to support the timely completion and submission of FFRs. Prepares the reconciliation of federal grants and transfer transactions on the AEL with SCO accounts, federal Payment Management System accounts, and FI$Cal.

20% Establishes and maintains communication with department staff to resolve problems in a timely manner. Maintains records of all correspondence between programs, Federal contact, and the Federal Reporting Unit.

10% Exercises moderate control and monitors various federal grants awards and Letter of Credit authorizations and files the information accordingly so the various units can stay updated.

5% Interprets and relates federal financial regulations and reports information to management. Identifies changes in the operating programs, which affect accounting operations. Develops and implements automated accounting and reporting systems necessary to comply with federal and state reporting requirements, rules, and regulations.

5% Communicates directly with various state agencies and federal personnel on fiscal matters, reporting requirements, and provides assistance to federal auditors performing in-depth audits.

5% Other duties as needed to provide support within the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AO-Specialist receives general supervision from an AA 1 Supervisor. The AO-Spec is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA 1 Supervisor on an ongoing basis. The AO Specialist keeps the AA 1 Supervisor informed of the monitoring of program areas to prevent overspending.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AO Specialist has daily contact with CDSS customers, external customers from other state agencies, and county staff.

E. ACTIONS AND CONSEQUENCES:

Accurate and timely work is necessary to maintain and ensure CDSS federal funding for financial operations and prepare annual financial statements. Lack of accurate reporting and careful analysis could result in a cash flow shortfall or insufficient federal reimbursement to cover all eligible expenditures and limit CDSS ability to operate critical human services programs.

F. OTHER INFORMATION:

The AO Specialist must have excellent analytical, written, verbal communication, and customer service skills as well as knowledge of computer applications, including Microsoft Word, and Excel.