State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED / DATE LAST REVIEWED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
	ADMINSTRATION	ADMINISTRATION	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
ACCOUNTING OFFICER	ACCOUNTING OFFICER (SPECIALIST)	574-250-4546-001

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - BARSTOW	MONDAY-FRIDAY 8:00am – 4:30pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	NO	2	R01

Under supervision from the Manager I, the Accounting Officer (Specialist) will be responsible for the daily operation of the accounting office. Will maintain accounting records and perform monthly bank reconciliation for the Morale Welfare and Recreation Fund, Donations Fund, Enterprise Fund and Resident's Trust Fund. Will assist with special assignments.

% of time performing duties	ESSENTIAL FUNCTIONS
30%	Prepares yearly budget and maintains accounting records for the Moral, Welfare and Recreation Fund. Prepares and distributes monthly reports for the Morale, Welfare & Recreation Fund, Donations Fund, Enterprise Fund and Resident's Trust Fund. Prepares and monitors MW&RF expenditure data and informs the Home Administrator of potential funding deficits.
25%	Performs bank reconciliation for the Veterans Home fund accounts. Ensures any discrepancies on bank statements are corrected in a timely manner by contacting the bank. Verifies accuracy of the daily deposits of receipts in the bank. Maintains trust investment account balances to maximize interest earning on investments.
20%	Provides technical guidance and analytical support to the Accounting Technician in the maintenance of reporting of accounting and fiscal activities maintained at the Home. Provides back-up support to the accounting staff when necessary, including the resident bank services and support services to employees of the Home. Performs special duties, investigation and special assignments as directed by Manager I.
10%	Is responsible for the preparation of the Homes Financial Information, which includes the preparation of the Homes Fiscal Year-End Financial Statements. Will work with various auditors to provide requested information.
10%	Directs the distribution of payroll checks at the Home. In certain cases, and upon approval of the Headquarters VHC- Accounting Office may issue revolving fund checks at the Home in accordance with the State Administration Manual (SAM) and departmental policy.

NON-ESSENTIAL FUNCTIONS

5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.

OTHER

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. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.		X			
SITTING: Workstation; meetings; training.				X	
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:				X	
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.				X	
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.			X		
PUSHING OR PULLING: Open and close file drawers.			X		

HANDLING: Sort paperwork; distribute mail.				X	
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.				X	
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.					X

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict-of-Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**

REV. 10/2026