DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005730	Classification Title: Accounting Officer (Specialist)	Position Number: 835-313-4546-001
Incumbent Name: Vacant	Working Title: Accounting Officer (Specialist)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: AFITS/Accounting	Section/Unit: Fiscal Operations/Accounts Receivable	Reporting Location: Sacramento
Supervisor's Name: Vacant	Supervisor's Classification: Accounting Administrator I (Supervisor)	CBID: R01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	**Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:
Under the general supervision of the Accounting Administrator I, the Accounting Officer (Specialist) is responsible for utilizing technical expertise and analytical skills in the performance of complex accounting functions AFITS/Accounting Branch/Fiscal operations Section/Accounts Receivable Unit at CalRecycle a medium to large-complex accounting office.

This position is responsible for duties related to the accounts receivable (AR) functions within the departmental accounting office. This requires knowledge of accounting principles and procedures, governmental accounting, the uniform accounting system, related laws, rules and regulations, and

principles of business management to prepare and track various monthly accounts receivable reports and complex reconciliations, analyze accounts receivables for completeness and accuracy, and ensure billings are processed according to the State Administrative Manual (SAM) and regulations as set forth in Public Resources Code (PRC).

Essential Functions (including percentage of time):

20% Manage California Recycling Fund (CBCRF & Non CBCRF) A/R in accordance with SAM 8776; This includes verifying and reconciling the accuracy of batches keyed; Verify account number, payer, check number and identify amounts due as calculated by container type (and chart field mapping to GL and account codes); Identify invoice number assignments for liquidation and posting of receipts and/ or collections; Process transactions to adjust outstanding invoices to reflect amendments, invoice disputes, accrual of penalties, and interest. Perform proper research to ensure payments are posted correctly. Create account relationships (weekly), manage A/R interface and Abatement report (weekly), casework (daily); analyze and post-funding changes (weekly), record dishonored checks (adhoc), system reconciliations (monthly).

20% Research invoice/reporting supporting documentation in the FI$Cal and DORIIS system as necessary to identify and post Uncleared Collections. Perform periodic reconciliations of receivable operations with accounting system's A/R Aging report, and Cash Receipt Report (including Participant Account); Work with other accounting unit staff and programs to research, analyze, post the correction of misapplied payments, resolve discrepancies associated remittances, and debtors to resolve any unapplied or mis-posted payments. Review/ recommend revenue refunds as appropriate. This includes the analysis of system reports to ensure internal posting programs are working properly and that source documents (input) reconcile to system reports (output), reimbursable expenditures reconcile to invoice requests/issued billings, and that fund/ source level postings between the Department and SCO agree. Review and analyze postings to ensure general ledger transactions are posted correctly to revenue, reimbursements, or expenditure (abatement) ledgers. Regularly verify that all subsidiary systems and hard files are cross referenced and in agreement with general ledger balances.

15% Act as a lead in ongoing daily production operations related to Accounts Receivable. Ensure accurate billing of customers for various types of receivables, including Audits, Notice of Violations (NOV's), Dishonored Checks, Interest Payment calculations, Payment Plans, Enforcement Actions, Convenient Zones, Restitution, court decisions and various other types of invoices. Duties require the analysis of billing requests, supporting documentation, maintaining and collect Accounts Receivables in compliance with the SAM and Government Code. The determination and posting of the appropriate general ledger transactions, fund level posting, and subsidiary system record updates. Respond to customer inquiries and research accounting history to resolve discrepancies in receipts, billings, or document balances. Process transactions are necessary to adjust outstanding invoices between accounting systems and properly reflect amendments and invoice disputes.

15% Prepare and send standard 30-60-90-day notices to delinquent debtors pursuant to the State Administrative Manual (SAM) for all programs. Prepare, review, and analyze aging receivable reports for all receivables. Maintain database and backup documentation regarding collection efforts. Regularly verify that file balances in the file agree with accounting systems general ledger balance detail for each appropriation and funding fiscal year, and that all other subsidiary databases are all in agreement. Regularly review account information, system templates, and notes to files. Follow up on collection actions with debtors and associated program staff. Make recommendations to team leaders and management on collection options. Assist with collection actions with debtors, collection agencies, Franchise Tax Board (FTB) Offsets, 3rd Party Intercept Offset, Processor Offset, and State Controller's Office (SCO) Accounts Receivable write off/discharge requests for uncollectible accounts.

15% Review Accounts Receivable internal control procedures and make recommendations to realign staff duties as required. Pursuant to the most current Separation of Duties listing or as directed by a supervisor, assist in performing tasks required to maintain a proper separation of duties in the accounting office. Such tasks may include (but are not limited to) the following: Prepare, process and issue General Cash and ORF (Salary Advance, Travel Advance and Expense reimbursements, signing out blank check stock, distributing revolving fund checks, preparing reports of collection, preparing deposit slips, running tapes, or delivering deposits.

10% Monitor, maintain and input payroll A/R. Act as a liaison with Program, HR and control agencies (monthly) to review aged payroll accounts receivable. Research, resolve and correct problems in FI$CAL A/R module.

Marginal Functions (Including a percentage of the time):

5% Assist with other team members processing workloads whenever appropriate and practical. Enroll/ participate in training, where necessary, (e.g., FI$Cal, and/ or DOF) to broaden knowledge and remain consistent with changes/ updates.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

☐ Duties require participation in the DMV Pull Notice Program.

☐ Performs other duties requiring high physical demand. (Explain below)

☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

☐ Other (Explain below)

Explanation:

Incumbent: Vacant
Classification: Accounting Officer (Specialist)
Position Number: 835-313-4546-001

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation 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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date

DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005730	Classification Title: Accountant Trainee	Position Number: 835-313-4179-xxx
Incumbent Name: Vacant	Working Title: Accountant Trainee	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: AFITS/Accounting	Section/Unit: Fiscal Operations/Accounts Receivable	Reporting Location: Sacramento
Supervisor's Name: Vacant	Supervisor's Classification: Accounting Administrator I (Supervisor)	CBID: R01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☐YES ☒NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:
Under close supervision of the Accounting Administrator I, the Accountant Trainee is responsible for utilizing technical skills in the performance of accounting functions AFITS/Accounting Branch/Fiscal Operations Section/Accounts Receivable Unit at CalRecycle a medium-to-large-complex accounting office.

This position is responsible for duties related to the accounts receivable (AR) functions within the departmental accounting office. This requires knowledge of accounting principles and procedures,

governmental accounting, the uniform accounting system, related laws, rules and regulations, and principles of business management to prepare and track various monthly accounts receivable reports and assist in reconciliations, analyzing accounts receivables for completeness and accuracy, and ensure billings are processed according to the State Administrative Manual (SAM) and regulations as set forth in Public Resources Code (PRC).

Essential Functions (including percentage of time):

25% Assist in managing California Recycling Fund (CBCRF & Non CBCRF) A/R in accordance with SAM 8776; Assist in verifying account number, payer, check number and identify amounts due as calculated by container type (and chart field mapping to GL and account codes); posting of receipts and/ or collections in accounting systems. Process transactions to adjust outstanding invoices to reflect amendments, invoice disputes, accrual of penalties, and interest. Perform proper research to ensure payments are posted correctly. Create account relationships (weekly), run A/R interface and Abatement report (weekly), casework (daily); analyze and post-funding changes (weekly), record dishonored checks (adhoc), system reconciliations (monthly).

20% Research invoice/reporting supporting documentation in the FI$Cal and DORIIS system as necessary to identify and post Uncleared Collections. Perform periodic reconciliations of receivable operations with accounting system's A/R Aging report, and Cash Receipt Report (including Participant Account); Work with other accounting unit staff and programs to resolve and post corrections related to misapplied payments and discrepancies. Prepare revenue refunds with supporting documentation for review by higher level staff. Review postings to ensure general ledger transactions are posted correctly to revenue, reimbursements, or expenditure (abatement) ledgers. Regularly verify that all subsidiary systems and hard files are cross referenced and in agreement with general ledger balances.

20% Support daily production operations related to Accounts Receivable. Prepare billing of customers for various types of receivables, including Audits, Notice of Violations (NOV's), Dishonored Checks, Interest Payment calculations, Payment Plans, Enforcement Actions, Convenient Zones, Restitution, court decisions and various other types of invoices. Duties require the analysis of billing requests, supporting documentation, maintaining and collect Accounts Receivables in compliance with the SAM and Government Code. Respond to customer inquiries and research accounting history to resolve discrepancies in receipts, billings, or document balances. Process transactions are necessary to adjust outstanding invoices between accounting systems and properly reflect amendments and invoice disputes.

10% Prepare and send standard 30-60-90-day notices to delinquent debtors pursuant to the State Administrative Manual (SAM) for all programs. Prepare, maintain, and review aging receivable reports for all receivables. Maintain database and backup documentation related to collection efforts. Verify balances in the logs agree with accounting systems general ledger balance detail for each appropriation and funding fiscal year, and that all other subsidiary databases are all in agreement. Regularly maintain account information, system templates, and notes to

files. Follow up on collection actions with debtors and associated program staff. Assist with collection actions with debtors, collection agencies, Franchise Tax Board (FTB) Offsets, 3rd Party Intercept Offset, Processor Offset, and State Controller's Office (SCO) Accounts Receivable write off/discharge requests for uncollectible accounts.

10% Assist in Accounts Receivable internal control procedures Pursuant to the most current Separation of Duties listing or as directed by a supervisor, assist in performing tasks required to maintain a proper separation of duties in the accounting office. Such tasks may include (but are not limited to) the following: signing out blank check stock, distributing revolving fund checks, preparing reports of collection, preparing deposit slips, running tapes, or delivering deposits.

10% Monitor, prepare, process and input Office Revolving Fund Request, General Cash and payroll A/R. Perform corrections in FI$CAL for Account Receivables.

Marginal Functions (Including a percentage of the time):

5% Assist with other team members processing workloads whenever appropriate and practical. Enroll/ participate in training, where necessary, (e.g., FI$Cal, and/ or DOF) to broaden knowledge and remain consistent with changes/ updates.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

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Special Requirements of Position (Check all that apply):
☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)
Explanation:

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Classification: Accountant Trainee
Position Number: 835-313-4179-xxx

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**A Reasonable accommodation 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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date