DUTY STATEMENT
DSH3002 (Rev. 11/2022)

California Department of State Hospitals

Box reserved for Personnel Section

Proposed	**RPA #**	**C&P Analyst Approval**	**Date TBD**

Employee Name Vacant	**Division** Administrative Services			
Position No / Agency-Unit-Class-Serial 461-250-4546-XXX	**Unit** Accounting/Accounts Payable			
Class Title Accounting Officer – Specialist	**Location** Sacramento			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R01	**Work Week Group:** 2	**Pay Differential** N/A	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under the general supervision of the Accounting Administrator I – Supervisor, the Accounting Officer – Specialist (AO) is responsible for performing professional accounting duties, auditing and scheduling the complex contract invoices requiring understanding of entire process for payment by the State Controller's Office (SCO) or through the Revolving Fund, and processing the direct transfers. Reconcile data and other required transaction documents of adjustments with the SCO to ensure accuracy and integrity of financial data. The incumbent exercises moderate control in the administration of established policies and procedures, and has considerable contact with management, program, control agencies, other government offices, and members of the public.

% 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%	Audit and analyze invoices related to complex contracts and inter-agency agreements (IAAs), according to rules, regulations, other directives and guidelines from control agencies and Department policies. Perform professional accounting duties, including independent review and determination of appropriate and accurate balances and records, encumbrance reports, contract logs and vendor payment logs. Utilize the Financial Information System for California (FI$Cal) and ensure compliance with CA Prompt Payment Act with timely issuance of valid Invoice Dispute Notification (STD209) when necessary. Audit and analyze invoices for contracts with travel reimbursements, as prescribed in established rules by SCO, Department of General Services (DGS), State Administrative Manual (SAM), California Department of Human Resources (CalHR) travel policies, University of California (UC), Internal Revenue Source codes, applicable bargaining unit agreement terms, and Department guidelines and authorizations.
30%	Review encumbrance reports periodically for reasonableness of balances. Communicate with internal customers to resolve accounting issues, including liquidation of unused encumbrances. Review and facilitate verification of direct transfer charges, such as from Department of General Services. Analyze invoices and reconcile/maintain contract ledgers in preparation and posting of year-end accrual accounts and amounts. Validate and reconcile SCO journals entries timely before posting to system to ensure compliance and accountability;

	direct transfer of expenditures; including abnormal balances, outstanding accounts, refunds and discrepancies; make adjusting entries when necessary. Develop and maintain effective employee, vendor, and client relationships by providing timely, accurate responses and service-oriented offers of assistance, and by ensuring that messages are transmitted to appropriate personnel quickly and accurately.
25%	Ensure sufficient POs, contracts and IAs balance to meet invoice payment. Work with Department of FI$Cal on Payee Data Record form (STD 204) to ensure correctness and completeness. Research, analyze, and perform follow up activities and maintain accounts at current status. Communicate with internal and external customers to resolve accounting issues, including liquidation of encumbrances. Responsible for ensuring invoice log is updated and all invoices are paid timely.
10%	Other Accounting Officer – Specialist duties as required, including but not limited to assisting the supervisor in research such as complex vendor payments and other accounting transaction problems in FI$Cal, year-end activities, other miscellaneous projects, and backing up other desks.
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. 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