STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Fiscal Management Section / Cashiering	Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Accountant I (Specialist)	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-071-4177-029	10/29/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY	DATE

FUNCTION OF POSITION
Under the direct supervision of the Accounting Administrator I (Supervisor), the Accountant I (Specialist) is responsible for processing cashiering duties utilizing Financial Information System of California (FI$Cal) for the Cashiering Unit.

SUPERVISION RECEIVED
The Accountant I (Specialist) reports directly to and receives the majority of their assignments from the Accounting Administrator I (Supervisor). However, direction and assignments may also come from the Accounting Administrator II or Accounting Administrator III (Commander).

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS
Ability to qualify for a fidelity bond.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
50%	Reviews all cashiering input documents for accuracy. Analyzes Tax Seizure and asset forfeiture warrants and documents, maintains ledgers and prepare vouchers to reimburse appropriate agencies and remits reports to the interested parties. Posts entries per the code 11 report, State Controller's Office (SCO) payroll deductions of uniform installments by graduating cadets. Accesses the bank's remote deposit website, scans and reviews checks received for California Highway Patrol and Board of Pilot Commissioners to be electronically deposited into their bank accounts. Analyzes cash receipts to determine appropriate classification (revenue, abatement, and/or reimbursement), codes each item in compliance with FI$Cal. Balances deposit to the input documents submitted by other accounting units for FI$Cal.
20%	Distribution of State Controller's and departmental warrants to employees, and information requests. Researches original input documents to trace identity and correct errors. Determines appropriate FI$Cal coding and prepares input documents to correct the errors. Initiates refunds and prepares vouchers for overpayments. Prepares counter receipt for all sales and monies received at Cashier's counter, prepares weekly transmittal for Fiscal Management Section and attach all the supporting documentation.
15%	Creates and maintains customer's in FI$Cal. Assures accuracy and makes corrections as requested from other Fiscal Management Section Units.
5%	Sorts and distributes incoming mail to appropriate staff members. Files, photocopies, and researches cashiering related issues as needed.
5%	Prepares storage boxes for the State Record Center (SRC), assists in maintaining the unit's record retention schedules and box transfer listings, and helps staff requesting storage boxes.

	Non-Essential Functions
5%	Performs other duties,within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	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.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE