State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Senior Accounting Officer (Spec)	549-070-4567-007
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Accounting Services	Senior Accounting Officer (Spec)	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
General Ledger	Headquarters – Sacramento	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Accounting Administrator I (Supervisor)

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the general supervision of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) independently performs the more complex and difficult accounting tasks which requires an understanding of the entire State Accounting and Financial reporting processes. This position will act as a lead for the General Ledger Unit (GL) for all Business Units (BU) 3790, BU 3830, BU 3835, BU 3850 Governmental and Non-Governmental Cost Funds. Proficiency in Excel, MS Word, Financial Information System for California (FI$Cal) and familiar with State Controller's Office (SCO) and Department of Finance (DOF) requirements.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	Review of the Governor's Budget Act against SCO Appropriations. Establish and maintain accounts and financial records for the department. Perform SCO/FI$Cal reconciliations on a monthly basis for various funds. Reconcile all appropriations and account balances to ensure appropriations are not overspent. Perform monthly SCO/FI$Cal reconciliation for account 1104000 (GL 1140 - Cash in State Treasury) and account 1120000 (GL 1210 - Deposits in SMIF). Perform Plan of Financial Adjustment (PFA) reconciliations of all Enactment Years, Programs and Categories for each Fund. Prepare PFA Transaction Requests and submit them to SCO. Prepares SCO transaction requests to realize earned reimbursements from Advanced Collections. Post entries for Advanced Collections to FI$Cal. Reconcile Advance Collections balances to source documents. Review monthly and year-end reports to ensure accuracy and reliability of financial records. Analyze, research, identify and resolve complex outstanding reconciling items and abnormal account balances. Work with program staff to resolve discrepancies.
20%	Research, analyze and independently perform the FI$Cal Error File and Outstanding Item correction; Serves as the liaison between Accounting Services, control agencies, FI$Cal Service Center, program staff, Park District Offices, and Park units to answer questions and resolve more difficult and sensitive problems or issues. Ensure new policies and guidelines affecting the Units are incorporated in the policies and procedures and staff are notified and trained on those changes.

15%	Independently identify and post SCO Journal Entries and Receipts to FI$Cal on a timely basis. Responsible for posting to FI$Cal Journal Entries and ensuring PFA transaction requests are processed by SCO. Approves and processes expenditure corrections for various funding sources. Review staff transaction request letters before submitting them to SCO.
10%	Independently review Accounts Payable contracts, Purchase Orders, and other encumbering source documents.
5%	Annually prepare standard Year-End adjusting, accrual, and reclass entries. Prepare the SCO Year-End Financial Reports for Governmental and Non-Governmental Cost Funds. Prepare annual Certification of Past and Prior Year Information Form (DF-117), Detailed Fund Balance Report (DF-303) and the Non-Governmental Cost Fund Past Year Expenditure – Reconciliation (DF-304) for assigned funds to Department of Finance. Coordinate and assist staff in preparation and completion of Year-End Financial Statements of all funding sources. Assist Supervisor in reviewing Year-End Financial Statements, DF-117, DF-303 and DF-304, SCO/FI$Cal reconciliations and other duties as required.
5%	Independently review abnormal account balances on the Detail Report of Appropriation Status Report (GL-Budget Status Report) and the Document Report for SCO Reconciliation Report (Aging Detail by Unit (AR), AP Aging Report, ZZ_Encumbrance_Status_AP, Etc.)
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	

TELEWORK DESIGNATION
This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

None

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

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 (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE