STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31319	Office of Fiscal Services	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Contracted Fiscal Services, General Ledger	707 3rd Street, 6th Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Accounting Officer (Specialist)	306-243-4546-721	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☑ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday, Between 7:30am - 5:00pm (Flex)	Permanent	
WORKING TITLE	TIMEBASE	
Accounting Officer (Specialist)	Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☑ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in:	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general supervision of an Accounting Administrator I (Supervisor) in the General Ledger (GL) Unit, the Accounting Officer (Specialist) performs professional accounting functions of an average difficulty. The position performs monthly reconciliations between the Financial Information System for California (FI$Cal) records and State Controller's (SCO's) records for General Fund, special funds, and/or bond funds, prepares financial statements, fund balance reports, and annual reports. The Accounting Officer (Specialist) performs tasks in accordance with Office of Fiscal Services guidelines, Governor's Budget, Department of Finance rules and regulations, SCO policies, California Department of Human Resources policies, State Administrative Manual, and state and federals laws.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reconciles data in the Financial Information System for California (FI$Cal) system to SCO's records by posting journal entries in the GL modules from source documents, reclassifying chartfields to precise lower level, establishing and closing special accounts and funds each fiscal year, and preparing other annual reports in order to provide timely and accurate information to DGS program offices and client agencies to ensure fiscal integrity and data accuracy.
30%	Reviews, analyzes, researches and recommends solutions to errors of average difficulty identified on FI$Cal reports by collaborating with Contracted Fiscal Services (CFS) Accounts Payable Unit and

PERCENTAGE	DESCRIPTION
	Accounts Receivable Units, and state control agencies in order to assist DGS program offices and client agencies with questions and resolve issues to ensure data accuracy in FI$Cal.
20%	Resolves various accounting related issues by opening and monitoring progress of FI$Cal tickets, assisting the FI$Cal Services Unit as needed to resolve tickets, attending regular meetings, scheduling and hosting quarterly meetings with client agencies in order to provide one-on-one monthly status reports to client agencies and to ensure client agency's accounting needs are met.
10%	Maintains and updates desk procedures, and assists with developing and maintaining Internal and External Directive procedures in order to provide comprehensive instructions to CFS end-users to ensure the newly implemented tasks in FI$Cal System are performed accurately.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assists supervisor in training staff, completes special projects, and provides back-up support for staff in their absence in order to assist with workload needs and to ensure DGS program offices and client agencies receive assistance in accordance with office guidelines.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

• Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.
• Ability to remain at a workstation for an extended period of time.

DESIRABLE QUALIFICATIONS

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED