California State Auditor

Duty Statement

Classification - Working Title:	Senior Accounting Officer (Specialist) – Senior Accounting Officer (LT)	
Position Number:	339-100-4567-900	**Division:** Administration – Fiscal & Business Services
CBID:	E97	**Designated Conflict of Interest Position:** Yes ☐ No ☒
Employee Name:		

Position Description/Duties: Under general direction of the Accounting Administrator II, the Senior Accounting Officer (Specialist) independently performs the more difficult professional accounting duties that include accounts payable, travel program reimbursements and policy evaluation, monthly reconciliations and other related work, and serves as a subject matter expert on the Travel Program and Office Revolving Fund (ORF). The Senior Accounting Officer (Specialist) applies knowledge of Generally Accepted Accounting Principles (GAAP) while analyzing and posting documents into internal systems, and acts as a liaison with management, control agencies, other government offices, and vendors.

Job Functions - Essential (E) / Marginal (M) Functions:

55% E	**Travel Program** • Processes travel expense claims (TECs) including reviewing claims for compliance with state and office travel policies. • Issues travel advances and reconciles advances with expense accounts. Ensures advances are cleared in a timely manner and expenses are charged to appropriate accounts. • Updates travel policies and procedures as needed to ensure compliance with state travel policies. Provides formal and informal training to staff related to travel policies and procedures. • Responds to travel-related questions from employees, assists staff in making user changes in the travel booking system Concur, and reconciles database with accounting records. • Implements the California Automated Travel Expense Reimbursement System (CalATERS), and provides training and support for CalATERS users. Reviews and approves TECs in CalATERS.
35% E	**Accounts Payable** • Processes vendor payments including matching invoices with authorizing documents, obtaining approvals for payment, requesting purchase orders (PO) as needed, updating PO or contract payment log, and processing California Fiscal Information System (FI$Cal) vouchers to ensure prompt payment. • Reviews P-card transaction invoices, verifies approval and receipts, and reconciles to US Bank P-card statements; reminds P-card users of timely reconciliations; and other activities in FI$Cal to ensure payments are processed on time. • Processes monthly US Bank travel card payment and reconciles the travel card statement with travel report. • Processes ORF replenishment vouchers to ensure sufficient and appropriate accountability of ORF cash balance. • Reviews and approves voucher payments (as Approver I) as needed. • Performs monthly payroll process, including preparing checks for salary advances, tracking and collecting accounts receivables, and payroll distribution. Works with the Human Resources unit to resolve any outstanding issues or concerns. • Releases master payroll and ORF checks.

10% M	**Fiscal Services Support** • Prepares deposit slips, makes deposits, and remits to ORF or other appropriation. Prepares accounts receivable (AR) journal in FI$Cal as needed. • Files TECs and other ORF approvals following the records retention policies. • Performs backup and other job-related duties.
Supervision Received:	Reports directly to and receives the majority of assignments from the Accounting Administrator II; however, direction and assignments may also come from the Fiscal and Business Services Manager (Manager II).
Supervision Exercised:	None
Special Requirements:	None
Working Conditions:	• This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Year-end accounting activities peak during the summer months of July and August. Accounting staff must be able to work overtime during this period and vacation time may not be approved. Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.
Position DS REV Date:	8/24/2026

SIGNATURES

I have discussed the duties of the position with the employee.

_____ _____

Supervisor's signature Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

_____ _____

Incumbent's signature Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact Human Resources to begin the interactive process.