State of California
Department of
Industrial Relations

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Senior Accounting Officer (Specialist)	Senior Accounting Officer (Specialist)

PROGRAM NAME	UNIT NAME
Office of Fiscal Services	Accounting/Employer Assessment

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
455 Golden Gate Ave Suite 10429 San Francisco, CA 94102	400 – 101-4567-XXX

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	Yes	No

General Statement

Under the general supervision of the Accounting Administrator I, the Senior Accounting Officer Specialist works independently to perform the more difficult accounting duties relating to the establishment, recording, maintenance, reconciliation, and reporting of accounts receivable transactions within the Department of Industrial Relations (DIR) accounting systems and the Financial Information System for California (FI$Cal), in accordance with the Department's policies and procedures. This position coordinates implementation of accounting processes for new programs and functions within the Employer Assessment Unit. The incumbent performs complex professional analytical work requiring a high level of responsibility, independent judgement, and confidentiality.

Duties include, but are not limited to, the following:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
35%	This position serves as a lead for lower level accounting personnel and coordinate implementation of accounting for new programs and functions in the Employer Assessment Unit within Accounting and performs the more complicated professional analytical work with a high level of responsibility and confidentiality. Maintain internal controls, compare, analyze, and reconcile all data discrepancies between subsidiary financial systems and FI$Cal. Analyzes all annual reports submitted to DIR by insurance carriers against historical trends for each carrier to ensure the proper distribution of the annual assessment across the insurance industry and forecast future credit utilization to ensure sufficient funding for departmental operations, cash flow, and sufficient fund balances for upcoming fiscal years. Advises insurance companies of discrepancies that need to be resolved in their calculation of their annual assessable premium, reviews and authenticates supplemental reconciliation payment worksheets submitted by all carriers and ensures the accurate recording of all revenue received. Monitor and keeps up to date on laws, policies, and accounting procedures. Reviews and analyzes any regulations and procedures changes which affect the annual assessment. Analyzes situations, solves complex accounting problems and adopts an effective course of action to make recommendations.
25%	Maintains the customer account information in DIR accounting systems and FI$Cal. Maintains the accounts receivable for all assessment invoices in FI$Cal. Prepares and reviews the cash receipts report and accounts receivable report on a regular basis to ensure liquidations are accurately posted. Performs a monthly reconciliation of the cash

	receipts to ensure revenue payments are remitted to State Controller's Office (SCO). Validates the Special Deposit Fund Report from the General Ledger Unit on the remittances, disbursement, transfers, and credits to the Insurance Fund and Special Deposit Trust Fund. Reviews and evaluates the annual information received from the California Energy Commission and the Office of Budget & Revenue Management (OBRM) regarding the Process Safety Management assessment. Assists the Accounting Administrator I and Executive Management with the annual assessment billing development. Prepares the assessment invoice packets to be mailed out to employers and/or insurance carriers.
15%	Serves as the main internal liaison within the Accounting Office and between OBRM, the Office of Information Systems, the Office of Self-Insurance Plans (OSIP), Division of Workers' Compensation (DWC), the Office of Director, the Department of insurance (DOI), and the insurance carriers of California to help ensure that all entities have sufficient information to maintain the efficacy of the current system and sufficient data concerning evolving trends for the ongoing maintenance and improvement of internal subsidiary accounting systems. Independently researches, identifies, and communicates solutions for outstanding reconciliation items to the Accounting Administrator. Consults with the Department of Finance (DOF) Fiscal Systems and Consulting Unit (FSCU) analyst to resolve the most complex accounting matters.
15%	Reviews assessment related issues raised by DWC, OSIP, the departmental management, or the industry, prepares corresponding analysis and provides recommendations to the Accounting Administrator I and Executive Management. Identifies the history and trends of refund and transfer requests from insurance carriers and make recommendations to the Accounting Administrator I and departmental management to avoid any adverse impact to annual cash flow needs. Assists in the preparation of the DOI billing invoice for reimbursement. Develops accounting policies and procedures to document the unit's business processes for continuity purposes. Updates the Accounting procedures manual, accounting subsystem procedures manual, and unit's Job Aids with the Accounting Administrator I's final approval.
5%	Assists with the DWC Electronic Data Exchange System applications process. Submits check payments with the cash receipt report to the Cashiering Unit for deposit. Scans and files invoices, checks, electronic funds transfer (EFT) payment details, correspondence, and summary reports received with the original signed documents into unit folders for archival purposes. Reviews and approves lien refund requests received from workers' compensation service providers, pursuant to Senate Bill 863. Processes and verifies lien charge backs. Responds to public inquiries by email or phone.
Percentage of Time Spent	**Marginal Job Functions**
5%	Performs other related accounting duties and participates in job-related training as assigned.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to Departmental policies and

procedures. Confidentiality must be maintained at all times.

Supervision Received

The incumbent reports directly to the Accounting Administrator I. The incumbent also receives assignments from the Accounting Administrator II, III and the Chief Financial Officer.

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works 40 hours per week in an office setting in a cubicle with natural and artificial lighting. The building is air-conditioned with elevator access. Typical work requires prolonged use of a computer, calculator, telephone, and interaction with co-workers. Travel will be occasionally required to attend meetings and/or trainings. Consistent with DIR telework policy, a hybrid schedule is available.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. The position requires excellent computer skills (with Word and Excel) and writing and analytical skills; the ability to work independently and to communicate (verbally and in writing) clearly, concisely, and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; a willingness and ability to accept responsibility and meet deadlines; and an ability to manage multiple projects with multiple time frames.

Physical Abilities

The position requires data entry, scanning, and filing. This position requires prolonged use of a computer, telephone, office printers, and scanners, as needed. Occasional transportation of files of stored records.

Additional Requirements/Expectations

Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), governmental accounting, financial accounting, and financial reporting.

Personal Contacts

The incumbent maintains ongoing contacts with all levels of management within the Department; executive managers, program managers, the Budget Section; control agencies, the public, and State agencies.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for

a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date