California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Accounting Officer (Specialist)		**Accounting Officer (Specialist)**	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
FMD/Accounting Branch/GFAP		**Sacramento, CA - Headquarters Office**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	**01**	**2**	**None**
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	SUPERVISION EXERCISED	
☒ Yes ☐ No	☐ Yes ☒ No	**None**	
INCUMBENT		POSITION NUMBER *(Agency-Unit-Class-Serial)*	
		291-371-4546-081	

The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Accounting Administrator II, the Accounting Officer (Specialist) performs professional accounting duties of average difficulty in researching, analyzing, monitoring, and the establishment and maintenance of accounts and financial records in the General Fund Accounts Payable (GFAP) Unit. Typical duties include scheduling payments to the State Controller's Office (SCO), maintaining detailed account records on California Department of Tax and Fee Administration (CDTFA) various vendor invoices, reconciling contracts and purchase orders, preparing transmittals, developing and implementing new procedures, and performing special research projects. Maintains working relationships with team members, vendors, contractors and state control agencies.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
45%	**ESSENTIAL JOB FUNCTIONS** Process various types of invoices. Contacts vendors and program units for questionable charges and obtain approvals on billings. Processes approved expenditures for payment by State Controller's Office (SCO) ensuring proper cost accounting. Prepares reconciliations of funds and accounts. Prepares analysis of accounts for all CDTFA units and district offices. Represents the GFAP Unit in meetings. Informs management of issues and provides management with recommendations for resolution. Performs monthly purchase order reconciliations. Establishes financial cost accounting transactions for various departmental programs. Analyzes and verifies accounts, records, and financial reports to determine that all statutory and legal requirements have been satisfied. Researches and analyzes expenditures for proper cost accounting. Identifies erroneous postings and performs the necessary corrective action.
20%	Records invoices, payroll accounts receivables, cash receipts, claim schedules, SCO corrections journal entries, and Revolving Fund expenditures to the Allotment Expenditure Ledger. Analyzes and reconciles the daily report. Prepares daily transmittals of revenue abatements and remittances reimbursements to the State Treasurer's and SCO. Analyses transmittal reports for accuracy and completeness and makes corrections as needed. Ensures compliance with control agency requirements.
20%	Performs special accounting projects. Compiles financial records and prepares correspondence and factual reports for management. Advises supervisors on the condition of accounts and makes recommendations on specific problems relating to the accounts. Assists in the establishment of new computer programs and enhancements to the existing programs. Develops and implements new or revise procedures. Identifies issues and communicates findings and recommendations to management and implements changes.

10%	Maintains detailed records on various vendor payments. Coordinates and tracks contract and Purchase Order amendments and billing programs with Acquisition Branch and external parties. Assist/trains team members on accounting functions and systems. Analyzes and prepares accruals for inclusion into the year-end financial statements. May act as backup to team members.
5%	**MARGINAL JOB FUNCTIONS** Assists team members with processing invoices whenever appropriate and practical. Performs other duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable)*:

Work Environment:

- The position may be located in a high-rise building.
- Office setting with artificial light and temperature control.

Physical Abilities:

- Daily access and use of a personal computer and telephone is essential.
- Frequent use of an elevator and/or the ability to ascend/descend stairs up to eight (8) stories.
- Stationary position requirements consistent with office work.

Additional Requirements/Expectations:

- Required to work mandatory overtime during peak periods.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE

HRB Approval Date: 11/06/2026	**C&P Analyst Initials: EH**