STATE OF CALIFORNIA
Franchise Tax Board

Current or Proposed
Proposed
Date Approved
11/13/2026
HR Initials
CB

DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00122	**Effective Date**
Classification Title Accountant I (Specialist)	**Position Number** 564-553-4177-002
Working Title Accountant I (Specialist)	**Bureau and Section** Financial Management Bureau Accounting Services Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under direct supervision of the Administrator II, Financial Systems & Support Unit, the incumbent performs the more difficult semi-professional accounting work in the Accounting Section. The incumbent performs variety of duties such as researching, reviewing, analyzing, monitoring, establishing, and maintaining of account and financial records. Record documentation in databases and process the daily office revolving fund pay cycle.

Essential Functions

Percentage	Description
30%	Use the Financial Information Systems for California (FI$Cal) to process: Revolving Fund's daily pay cycle using checks for salary, travel, and expense advances, process General Fund payments, post cancellations of issued checks, run reports as needed. Support various deposit processes.

25%	Use FI$Cal to prepare daily reports of outstanding transactions: vouchers, denied vouchers, error reports, month-end close outstanding transactions, not distributed accounting entries, etc. Review, analyze, and verify financial records. Compare reports with financial spreadsheets and identifies discrepancies. Review counter statements received from field offices. Maintain voucher packages.
20%	Receive and review invoices for accuracy. Key invoice data into the invoice tracking systems (ITS). Review and analyze travel transmittals for accuracy, completeness, then records this data in the travel expense claim tracking system.
10%	Download and distribute various financial documents from FI$Cal, Franchise Tax Board (FTB) Main frame, CalATERS, and other systems as needed.
10%	Process and maintain accounting documents and documentation. Coordinate and complete annual inventory and archiving process. Ensure compliance with record retention policy.

Marginal Functions

Percentage	Description
5%	Provide support to Accounting staff as needed.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)	Signature	Date