Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Accounting Officer (Specialist)	Position Number: 673-820-4546-706
Incumbent Name: Vacant	Working Title: Accounting Officer (Spec)	Effective Date: N/A Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Fiscal Services Division	Section/Unit: Accounting Branch/ Reporting Section/General Ledger Unit	Reporting Location: Sacramento
Supervisor's Name: Muhammad Alam	Supervisor's Classification: Accounting Administrator I (Supervisor)	CBID: R01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Fiscal Services Division's Accounting Branch manages and oversees accounting, financial reporting, and fiscal control activities for the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA). The branch supports programs by ensuring accurate and timely recording of financial transactions, reconciling accounts, and preparing financial reports. It provides clear guidance and training on accounting policies and procedures, strengthens internal controls, supports continuous process improvements, and ensures compliance with applicable state and federal accounting and financial reporting requirements.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under general supervision of an Accounting Administrator I, the incumbent performs analytical and technical work to support accounting review and reconciliation activities within the General Ledger Unit. The position is responsible for analyzing fiscal data, preparing documentation, and ensuring compliance with applicable policies and procedures. The incumbent contributes to the goals of the Section by promoting operational accuracy and financial integrity.

% of Time	Essential Functions
35%	Prepare the required monthly reconciliations for CARB and the California Environmental Protection Agency (CalEPA) funds/appropriations to ensure fund/appropriations balances are accurate. Reconcile fund/appropriations balances with records maintained by the State Controller's Office (SCO) and the State Treasury Office (STO). Identify any discrepancies and initiate appropriate action to correct these discrepancies in FI$Cal. Reconcile PFA reconciliations for the funds.
35%	Perform daily/ monthly Bank Reconciliation/Cash Management. Verify that deposits and checks have been accurately posted to FI$Cal. Notify the lead or manager of any discrepancies discovered. Review and clear all bank account postings, i.e., buybacks, stale dated checks, adjusting entries, etc. Reconcile STO bank anomalies identified; prepare correction letters to STO for management review.
15%	Responsible for preparing Year-end Financial Statements, activities including adjusting entries and accruals. Prepare DF-117 and DF 303s for funds and consolidated fund condition statement, etc., to be submitted to the Department of Finance (DOF).
10%	Post miscellaneous SCO journal entries into FI$Cal. Establish and maintain a positive and productive professional relationship with the control agency, other Accounting Sections, and the Budget Branch staff.

% of Time	Marginal Functions
5%	Assist other accounting staff as necessary, including, but not limited to, reviewing batches, input keying of transactions, and approving batches keyed by staff for supervisor release in FI$Cal. Coordinate with other accounting managers and supervisors and work on special projects. Other duties as required under the scope of the classification.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.
Requires prolonged periods of sitting at a desk and working on a computer.
Involves the frequent use of standard office equipment, including computers, phones, copiers, and printers.
May require occasional lifting and carrying of materials weighing up to 25 pounds.
Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.
Involves prolonged periods of sitting at a desk and working on a computer.
May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. Noise levels are typically low to moderate. May involve occasional travel to attend

meetings or trainings

Special Requirements of Position (Check all that apply):

☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

☐ Duties require participation in the DMV Pull Notice Program.

☐ Performs other duties requiring high physical demand. (Explain below)

☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

☐ Travel up to _____ percentage

☐ Bilingual Fluency needed in _____(language)

☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes 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:	Date: Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date