Classification: Accounting Officer (Specialist)

Position Title: Purchase Order Specialist

Position Number: 801-160-4546-001

Division/Branch: Financial Management Division/Disbursements

Location: Sacramento County

Job Description Summary

Under general supervision of the Accounting Administrator I (Supervisor) over the Accounts Payable Unit, the Accounting Officer (Specialist), Purchase Order Specialist, functions at the first journey level and performs a variety of professional accounting tasks of average difficulty in the maintenance of accounts and records for Covered California. The incumbent works in a team environment and is responsible for performing various accounts payable functions. Duties may include access to information systems containing protected enrollee information, including federal tax information, protected health information, and personally identifying information.

Job Description

35% (E)
Purchase Order payments: Processes purchase order payments for purchase orders with Covered California. Prepares, processes, records and creates vouchers for expenditures and other accounts payable related transactions in The Financial Information System for California (FI$Cal). Reviews and matches incoming invoices with the correct purchase order, creates Docusign envelopes for purchase order invoices for approval. Uses judgment, analyzes the invoice and determines the appropriateness of expenditures to be charged against a purchase order. Processes payments in accordance to purchase terms and funding availability. Monitors the number of days taken to process payments and ensures payments are processed within established deadlines (45 days) of the Prompt Payment Act to avoid late penalty assessments. Calculates payment penalties when necessary and prepares proper paperwork to document the penalties. Audits payment processes to ensure compliance with State accounting laws, rules and processes. Complies and submits claim schedules as needed and preforms "catch-up," correcting or adjusting transactions if FI$Cal as necessary. Serves as a back-up to Associate Accounting Analyst processing less complex contract related payments and necessary.

25% (E)
Miscellaneous Payments: Prepares, processes, records and creates vouchers for expenditures and other accounts payable related transactions in FI$Cal, including training invoices, leases and other miscellaneous invoices. Creates Docusign envelopes for miscellaneous invoices for approval. Uses

judgment, analyzes the invoice and determines the appropriateness of expenditures to be charged. Processes payments in accordance to with existing control agency and Covered California laws, rules, policies and procedures. Monitors the number of days taken to process payments and ensures payments are processed within established deadlines (45 days) of the Prompt Payment Act to avoid late penalty assessments. Calculates payment penalties when necessary and prepares proper paperwork to document the penalties. Audits payment processes to ensure compliance with State accounting laws, rules and processes. Complies and submits claim schedules as needed and performs "catch-up," correcting or adjusting transactions in FI$Cal as necessary.

20% (E)
Reconciliation of Accounts Payable Payments: Audits, tracks, reconciles, analyzes and ensures accuracy of Covered California expenditures. Keys voucher information into FI$Cal and reviews daily reports and queries to ensure corrections have been made. Performs a monthly reconciliation to ensure the payment log reconciles with FI$Cal and source documents or reconcile as needed. Researches, reconciles and correct discrepancies. Ensures that payment transactions in the State Controller's Office (SCO) system match with the payment transactions in FI$Cal. Identifies and researches reconciliation issues; notifies appropriate staff of needed corrections to FI$Cal and the SCO system. Initiates appropriate action to resolve issues. Responds to vendor inquiries and audit related issues; and provides information as needed to resolve issues. Utilizes resources such as the FI$Cal job aids, FI$Cal printouts, State Administrative Manual (SAM) manual and original source documents daily. Resolves accounting issues with the SCO pertaining to claim schedules, warrants or vouchers to ensure compliance with its guidelines. Uses fiscal reports to review analyze and reconcile prior year expenditure and accounts payable related transactions. Reconciles and adjusts supplier reportable payment data in FI$Cal.

10% (E)
Fiscal Year End Activities: Uses FI$Cal and other source documents to prepare the yearly encumbrance liquidations and accruals related to purchase orders and miscellaneous invoices, encumbrances and expenditure. Prepares and process change order request to adjust and liquidate purchase orders in FI$Cal. Reviews, analyzes, and researches various original source documents to develop and prepare year-end reports and correspondence as required by control agencies or management.

10% (M)
Serves as a backup to the other Accounting Officer (Specialist) and staff within the unit performing payment duties including processing all departmental checks. Uses FI$Cal to process daily and monthly General Cash, Agency Trust Fund and Office Revolving Fund payments including refunds and non-sufficient fund payments for Covered California for Small Business (CCSB), agent endorsement payments issued to the California Department of Insurance, travel advances, salary advances, and expense advances and other miscellaneous, single voucher payments. Ensures

appropriate documentation and justification exists prior to entering the payment voucher in FI$Cal the issuance of the payments. Enters coding, supplier and payment amount information in FI$Cal to produce vouchers. Coordinates the disbursement of payments via inter-office or U.S mail, FedEx, or in-person. Serves as a back-up to Associate Accounting Analyst processing less complex contract related payments and necessary. Serves as backup to the payroll desk for distribution list. Travels locally to attend off site meetings or trainings.

Scope and Impact

a. Consequences of Error: Process payments for expenditures (whether direct or purchase order based) within the time frames set forth by the Prompt Payment Act to avoid penalties.
b. Administrative Responsibility: This position does not have administrative responsibilities.
c. Supervision Exercised: This position does not have supervisory responsibilities.
d. Internal Personal Contacts: The supervisory, management, and rank and file staff in the Accounting Office and FMD.
e. External Personal Contacts: Contacts at control agencies such as SCO, Department of Finance and FI$Cal.

Physical and Environmental Demands

Work Environment

Work in a climate-controlled office under artificial lighting; exposure to computer screens and other basic office equipment; office space is open and thus noisy; work in a high-pressure fast-paced environment, under time critical deadlines; work long hours; must be flexible to work days/nights, weekends and select holidays as needed; during peak periods, may be required to work overtime; appropriate dress for the office environment.

Essential Physical Characteristics

The physical characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of the job, on a case-by-case basis. Ability to attend work as scheduled and on a regular basis and be available to work outside the normal workday when required. Continuous: Upward and downward flexion of the neck. Frequent: sitting for long periods of time (up to 70%); repetitive use of hands, forearms, and fingers to operate computers, mouse, and dual computer monitors, printers, and copiers (up to 70%); long periods of time at desk using a keyboard, manual dexterity and sustained periods of mental activity are need; frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files, and binders. Note: Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Working Conditions and Requirements

a. Schedule: Core business hours are Monday-Friday, 8:00 a.m. - 5:00 p.m.
b. Travel: Travels locally to attend off site meetings or trainings up to 5% of the time.
c. *Other:*