

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12, & 14

EMPLOYEE:	CLASS TITLE: Accounting Officer (Specialist)		HEADQUARTERS: Mather, Bldg. B
PROGRAM/UNIT: Finance & Administration/Administrative Services/Accounting /Cost Recovery	POSITION NUMBER: 163-836-4546-XXX		CBID: R01
TENURE: PERM	TIME BASE: Full Time	WORK HOURS:	WORK WEEK GROUP: 2
APPT. EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A		PROBATIONARY PERIOD: <input checked="" type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR	CONFLICT OF INTEREST CATEGORY: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The California Governor's Office of Emergency Services Mission is to protect lives and property, build capabilities, and support our communities for a resilient California.			
1. SUPERVISION RECEIVED: The Accounting Officer (Specialist) is under general supervision of the Cost Recovery Accounting Administrator 1			
2. SUPERVISION EXERCISED: N/A			
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Will work up to 40 hours per week, with possible overtime on weekends and holidays and possibly in the event of an emergency. Will be in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer, calculator and telephone is essential. Sitting and standing requirements are consistent with office work.			
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Direct contacts with California Governor's Office of Emergency Services (Cal OES) Program personnel, grant recipients (state and local government agencies and non-profit organizations), and management.			
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Late payment to local assistance recipients could result in penalties assessed against the State. Inaccurate expenditure/payment data could result in inaccurate state and federal reports and loss of federal funding.			
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease: May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.			

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

Staff need to work effectively under stressful conditions; work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable):

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Cal OES Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the supervision of the Accounting Administrator 1, the Accounting Officer (Specialist) independently performs the accounting duties related to Public Assistance, Hazard Mitigation, Fire Management Assistance Grants and California Disaster Assistance Act (CDAA). A full understanding of these programs is necessary in order to properly make payments in conformance of the Prompt Payment Act. Responsible for meeting regulatory and internal deadlines on all assignments. The accounting Officer will also assist in the preparation and submission of the cost recovery claims

Must have a strong fiscal education and background; exercise good writing skills; follow oral and written directions be responsive to the needs of the public and employees of CalOES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. Must work with limited supervision.

Percent of Time	ESSENTIAL FUNCTIONS
45%	<p>(E) Process Public Assistance, Hazard Mitigation, Fire Management Assistance Grants, Emergency Management Assistance Compact (EMAC) and CDAA payments timely and ensure compliance with the state and federal rules. Identify and research any reconciling items and make corrections to FI\$Cal. Verify that the information being input to FI\$Cal is correct. Resolve any discrepancies and make corrections in FI\$Cal.</p> <p>Assist in the tracking of the Disaster Response Emergency Operation Account (DREOA). Monitor and assist in the reconciliation of the CDAA account. Assist in the tracking of the Engine Use Fees. Pull FI\$Cal report for Management</p> <p>Tracks and gather information on disaster events contracts. Assist in reviewing of EMAC claims. Pull daily time reports used for reimbursement claims for Force Account Labor. Research and conduct analysis on Extra Ordinary Cost claimed for Forced Account Labor. Work with Program Analysis Unit on arduous pay. Pull travel reports, receipts and any other documents to support reimbursement claim to FEMA. Post correction to FI\$Cal for cost that are unallowable. Assist in the review of Mutual Aid, EMAC, Category B Emergency Protective Measures, Category A Debris removal and any other disaster related cost. Upload reimbursement claims to Grants Portal.</p>
30%	<p>(E) Prepares and draw funds for claim schedules, submits monthly Plan of Financial Adjustment (PFA) and ensure that funds are available for disbursement. Submits related transaction letters to State Controller's Office (SCO) as necessary.</p> <p>Update Automated Ledger System (ALS) for the grant payment information including claim schedule number and warrant numbers timely. Provide expenditure and payment reports to program staff as required for programmatic reporting to federal agency.</p> <p>Reconcile expenditures and verify payments are appropriate and allowable. Works and responds to sub-recipient's request regarding reimbursement status, match requirement, missing documents or submission of required documents. Process closeouts of sub-grant awards, which include but not limited to verification of required match and timely invoicing of sub-grantee for any amount owed to the state</p> <p>Prepare reports for the assigned grants as requested by sub-grantee and/or external and internal auditors. Complete special projects including review, research, tracking of expenditure, and audit related issues</p>
15%	<p>(E) Assists on preparing and pulling documents on Audits and Federal Monitoring Visits. Prepare and post encumbrances and accruals of local Assistance awards for completion of Year-end financial statements.</p>
5%	<p>(E) Prepares and reconciles various FI\$Cal reports as requested by sub-grantee and/or external and internal auditors. Identify errors and work with program staff and sub-recipients to resolve any discrepancies or unmet match. Assist on providing various expenditure and cash reports including supporting documents as requested by federal, state or external auditors for grant monitoring or auditing purposes.</p>

Percent of Time	MARGINAL FUNCTIONS
5%	(M) Will perform other job related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.

KNOWLEDGE, SKILLS & ABILITIES
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Knowledge of:	<ul style="list-style-type: none"> • Accounting principles and procedures • Governmental accounting and budgeting • The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations • Principles of business management, including office methods and procedures • Principles of public finance • Business law
Ability to:	<ul style="list-style-type: none"> • Apply accounting principles and procedures • Analyze data and draw sound conclusions • Analyze situations accurately and adopt an effective course of action • Prepare clear, complete, and concise reports • Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget • Establish and maintain cooperative relations with those contacted in the work • Speak and write effectively

DESIRABLE QUALIFICATIONS

<ul style="list-style-type: none"> • Must follow oral and written directions • Must be responsive to the needs of the public and employees of Cal OES and other agencies • Must analyze situations and take effective action using initiative, resourcefulness and use good judgment • Must maintain a professional appearance
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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
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Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I 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 the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Printed Name

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Printed Name

Supervisor's Signature

Date

Civil Service Title