



DUTY STATEMENT

DATE APPOINTED TO CLASS	DATE OF LAST POSITION REVIEW 03/07/2024	
DIVISION Field Services	POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-4567-001	
BUREAU/UNIT Administrative Services	CLASS TITLE Senior Accounting Officer (Specialist)	CBID R01
INCUMBENT	WORKING TITLE	

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS
Under the general direction of the Staff Services Manager (SSM) II, the Senior Accounting Officer (Specialist) is the lead analyst performing the more difficult accounting duties which require an understanding of the entire State Accounting and Financial reporting processes. The incumbent establishes and maintains accounts and financial records for the Commission on Peace Officer Standards and Training (POST) and acts as the department liaison with the Department of General Services, Contracted Fiscal Services (CFS).

% of time performing duties Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

ESSENTIAL FUNCTIONS	
35%	Reviews and approves payment approval labels (PALs) according to the rules and regulations set forth in the State Administrative Manual (SAM) and the State Controller's Office (SCO); returns PALs to Accounts Payable (AP) payments processors that are not in compliance for appropriate correction; reviews and signs PALs to be sent to CFS for payment, ensuring the fiscal year, funding information, vendor address, and amounts paid on the invoices are correct.
35%	Facilitates deposits of all remittances including checks, money orders and SCO warrants to POST's checking account; classifies, codes, batches and records all receipts in a timely manner; maintains accounting records for cash receipts by type, fiscal period and appropriation in accordance with the SAM; coordinates research with other accounting staff and ensures resolution of discrepancies between Financial Information System for California (FI\$Cal) reports, manual logs and source documents; prepares refund and dishonored check requests for approval and updates appropriate logs; posts SCO journal entries for Accounts Receivables (AR) section in FI\$Cal; prepares Cash transfer letters for payment claims.
15%	Establishes and updates desk procedures to ensure standardization, compliance, accuracy, and efficiencies are obtained and maintained, utilizing various resources as needed; provides procedural direction and guidance to management; works in researching/ resolving accounting problems by facilitating the process utilizing various tools, aids, equipment and/or processes as needed; analyzes, researches and corrects inconsistencies of records in the accounting unit.
10%	In coordination with CFS, the Administrative Services Bureau (ASB) Chief, and the SSM II, reconciles and prepares year-end accruals and financial statements to ensure accurate and timely financial reporting; performs difficult or complex research, payment, billing or adjustment functions, determines account coding and tracks balances; responsible for the Office Revolving Fund subsystem reconciliation, bank reconciliation, fixed assets

reconciliation, identifies and analyzes differences or variances in the accounts; files annual state tax reports; responds to inquiries from local city and county agencies and vendors regarding their payment status; prepares claim schedules for stale dated warrants and submits to SCO.

5% **NON-ESSENTIAL FUNCTIONS**
Performs other job-related duties within the scope of the classification.

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

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located in West Sacramento.

Some travel may be required (e.g., travel to off-site Bureau conferences, meetings or training to aid POST as necessary).

This position may be eligible for telework.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

Conflict of Interest Filing (Form 700) required Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- **I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR**
- **I HAVE RECEIVED A COPY OF THE DUTY STATEMENT**
- **I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION**
- **I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE