

DUTY STATEMENT

ACCOUNTING OFFICER (SPECIALIST)/ACCOUNTANT TRAINEE

OUR VISION

All Californians living in homes they can afford

OUR MISSION

Investing in diverse communities with financing programs that help more Californians have a place to call home

EMPLOYEE INFORMATION

Employee Name		Effective Date	
Classification Accounting Officer (Specialist)/ Accountant Trainee		Position Number	
Division/Section/Unit Fiscal Services / Single Family Accounting		Location Sacramento, CA	
CBID R01	Work Week Group 2	Tenure Permanent	Time Base Full-Time
Immediate Supervisor		Supervisor Classification Accounting Administrator I (Supervisor)	

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

This position requires the incumbent to maintain acceptable, consistent, and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position’s specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency’s policies and procedures regarding attendance, leave, and conduct.

2 CCR § 172 – General Qualifications, states in pertinent part:

The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness, and ability to assume responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.

DIVISION DESCRIPTION

Fiscal Services Division is responsible for the safeguard of the California Housing Finance Agency’s (CalHFA) cash and investments and provides financial information to the Executive Team that is vital to the management of the Agency's products and programs. Each year Fiscal Services Division works with an independent accounting firm to prepare the audit of the Agency's financial data. The Fiscal Services Division is comprised of five units, Operating, Budgets and Insurance, Financial Reporting and Bond Administration, Single Family Accounting, Multifamily Accounting, and Special Projects Unit.

POSITION DESCRIPTION

Under the close supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee performs professional accounting tasks requiring knowledge of general accounting principles and practices, relating to General Ledger activities, account reconciliation, cash receipts and disbursements, and mortgage loan administration.

The duties contained in this job description reflect general details necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties, commensurate with this classification, as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload. The duties and responsibilities include, but are not limited to the following:

PERCENTAGE OF TIME	ESSENTIAL FUNCTIONS
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Employee Name	
Classification Accounting Officer (Specialist)	Division/Section/Unit Fiscal Services / Single Family Accounting
40%	<p><u>General Ledger Activity</u> Performs reconciliation of various bank accounts, and quarterly general ledger entries. Processes monthly loan files from the cash receipts system, deposit checks, and reviews wires and daily cash activity. Performs transactions related to earthquake insurance premium adjustments. Assists in the purchase of subordinate loans and the funding of grants and loans. Reimburses servicers for loan modifications and short sale costs, and pays Trustee and incentive fees for loan modifications. Maintains SCO cash receipts and generates related input file. Performs monthly reconciliations of Trustee bank statements for applicable bond series.</p>
35%	<p><u>Account Reconciliation</u> Performs monthly reconciliations of mortgage loans serviced by Agency approved financial institutions. Utilizes the CalHFA Mortgage Reconciliation System to reconcile mortgage loans with external servicer records. Prepares journal entries related to reconciliations. Applies appropriate accounting principles to record transactions in the General Ledger.</p>
20%	<p><u>Cash Remittance and Receipts</u> Reviews accuracy of computations used by the servicer when remitting payoffs. Posts remittances of payoffs to cash receipts system daily. Return loan documents to servicers and Loan Administration. Allocates bi-monthly remittances of Agency principal and interest payments and post to cash receipts. Prepares journal entries, cash receipts adjustments and/or input files as needed. Works with lead to resolve any loan discrepancies and reconciling issues identified.</p>
PERCENTAGE OF TIME	MARGINAL FUNCTIONS
5%	Participates in training, staff meetings, special projects, provides work status reports, and performs other related duties as assigned within the current classification. Develops, maintains, and updates desk and internal control procedures.
PERSONAL CONTACTS	
<ul style="list-style-type: none"> Daily contact with departmental managers, supervisors, staff at all levels, representatives from other State departments, and members of the public. 	
SPECIAL REQUIREMENTS	
<ul style="list-style-type: none"> Overtime may be required during audits and quarterly / year-end financial statement preparation. There will be vacation restrictions and limitations during the financial audit period, the creation of the Agency's Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR). 	
WORK ENVIRONMENT	
<ul style="list-style-type: none"> Prolonged sitting Work in a high-rise building Use a computer keyboard and read from computer screens several hours a day 	
PHYSICAL ABILITIES	
<ul style="list-style-type: none"> Be able to lift and move up to 15 lbs. 	
TRAVEL	
<ul style="list-style-type: none"> Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.) Travel may include overnight stay 	

Employee Name		
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EMPLOYEE ACKNOWLEDGEMENT		
I have read and understand the duties listed above and 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. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)		
Employee Name	Employee Signature	Date
SUPERVISOR ACKNOWLEDGEMENT		
I certify this duty statement represents a current and accurate description of 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