

**STATE OF CALIFORNIA  
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
DUTY STATEMENT**

<b>EMPLOYEE NAME</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER</b>
TBD	Accounting Officer (Specialist)	016-150-4546-XXX
<b>DIVISION</b>	<b>UNIT</b>	<b>EFFECTIVE DATE</b>
Administrative Services	Fiscal & Audit Services, Fiscal Accounting Services, Disbursements Unit	TBD

**SUMMARY OF RESPONSIBILITIES**

Under general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) performs professional accounting duties of average difficulty, which requires an understanding of 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, principles of public finance, and business law. This position controls the details of the departmental funding and expenditure activities and, at times, will be given broad discretion in the solution of problems. The Accounting Officer (Specialist) reviews and approves expenditure transactions processed through vouchers to ensure payments are in accordance with statutory, regulatory, and management requirements. Duties include, but are not limited to the following:

**Description of Essential Functions:**

- 35% Review and approve vouchers in the Financial Information System of California (FI\$Cal) validating vouchers for correct appropriation, vendor, and address information. Ensure invoice payments are appropriate, supported, payment amounts correspond to Payment Log entries, and payments are issued within 45 days of receipt. Certify and approve vouchers for electronic submittal to the State Controller Office (SCO) for payment. Print, assemble, review, approve, and sign paper claim schedules for submission to SCO for payment. Research and resolve the more complex/difficult Fi\$Cal transaction errors and SCO claim schedule cuts as needed. Coordinate with other units within the department and control agencies to resolve payment issues as needed. Assist staff with voucher transaction errors in FI\$Cal and vouchers denied by SCO auditors. Update voucher approval tracking log with the SCO voucher approval dates. Submit tickets to Fiscal Service Center to resolve voucher transactions issues. Performs analysis of the Voucher Activity queries to proactively resolve potential payment issues to suppliers or inadequate funding from the department appropriations. Run weekly Accounts Payable (AP) voucher queries to review and resolve outstanding vouchers not sent to the General Ledger. Monitors the interfaced manual vouchers to ensure SCO completion and the Department of Community

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Services and Development (CSD) reclassification. Review and approve general ledger journals for direct transfers in FI\$Cal.

- 25% Perform weekly Home Energy Assistance Program (HEAP) utility assistance (UA) payment upload and Electronic Claim Schedule (E-Claims) processing. Complete the HEAP UA reconciliation, verify available appropriation balances, and liquidate corresponding PO in FI\$Cal. Correspond with other units regarding HEAP UA payment status and error/discrepancy corrections.
- 25% Perform reconciliation of local assistance contract closeouts to validate fiscal data in Contract Payment Logs, FI\$Cal, Payment Audit Report Contract (PARC), and Expenditure Activities Reporting System (EARS) systems. Assist with building Contract Closeout Summaries prior to term end date and monitoring status of closed contracts with program staff. Perform monthly Payment Log Reconciliation for all open contracts and assist staff with payment corrections as needed. Update Grant Balance Summary log monthly and notify management of any discrepancies or inconsistencies.
- 10% Review external auditor requests and respond with payment status for local service providers. Reclass SCO returned warrants for Home Energy Assistance Program (HEAP) utility assistance payments (DDO's). Process returned warrants, cancelled warrants, and redeposits as needed. Serve as the back-up for the Travel Coordinator.

### **Description of Marginal Functions:**

- 5% Special projects as assigned by the Accounting Administrator I (Supervisor) to include, but not limited to, assisting in the year end activities, accrual entries, and maintaining desk procedures.

### **Supervision Received:**

The Accounting Officer (Specialist) receives direct supervision from the Accounting Administrator I (Supervisor) and may receive guidance from the Accounting Administrator II, Chief Financial Officer and/or Deputy Director or Administrative Services.

### **Supervision Exercised:**

None.

### **Administrative Responsibility:**

The Accounting Officer (Specialist) is responsible for adhering to generally accepted accounting principles, ensuring all work performed conforms to applicable laws, rules,

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policy and procedures governing civil service accounting practices, and that work is accurate and timely. The Accounting Officer (Specialist) is also required to adhere to the laws, rules, policies, and procedures pertaining to civil service employees in general and specifically to employees of the Department of Community Services and Development (CSD).

### **Personal Contacts:**

The Accounting Officer (Specialist) will have routine contact with departmental staff and/or management, control agencies such as the State Controller's Office, Treasurer's Office or Department of Finance, and on occasion Federal Agencies.

### **Actions and Consequences:**

Failure to perform the functions of this position timely and in accordance with established laws, rules, policies, and procedures may result in untimely or inaccurate payments to vendors and staff, misleading or incorrect information for decision-making by management, incorrect and/or incomplete postings made in FI\$Cal. It may result in the loss of funding to the department, poor services to the department staff and potential audit findings.

### **Performance Expectations:**

- Complete assigned tasks accurately and timely.
- Organize and coordinate day-to-day work to ensure that all assignments receive appropriate attention and meet established timelines.
- Anticipate the need to modify established timelines, seek and obtain approval, as appropriate, and follow up with the appropriate action in advance.
- Treat all assignments personally given to you by the Executive Office staff as priority.
- Keep supervisor apprised of current work priorities and workload status.
- Provide all CSD staff timely and effective customer service.
- Be a team player and cooperate with your peers.
- Be accessible and accountable.
- Report to work and meetings on time.
- Maintain professional conduct and treat everyone with respect.
- Maintain at least intermediate to advance skill level on PC software that directly impact assignments and be willing to learn new programs as they are incorporated into office operations.

### **Characteristics:**

- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise, and competent services to all internal and external customers. Understands and is sensitive to the diversity of the people we serve.

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- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department. Awareness of the Department's critical issues and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.

**Job Requirements:**

Ability to perform the essential functions of the job, with or without reasonable accommodations including communicate effectively, comprehend, evaluate, and follow written instructions, type, and use personal computers.

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**I have read and understand the duties outlined in this document.**

Can you perform the essential functions of the position, with or without reasonable accommodation?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE  
JOB TITLE

\_\_\_\_\_  
DATE