

## State of California - Department of Social Services

**DUTY STATEMENT**EMPLOYEE NAME:  
**VACANT**

CLASSIFICATION: <b>Senior Accounting Officer, Specialist</b>	POSITION NUMBER: <b>800-625-4567-XXX</b>
DIVISION/BRANCH/REGION: <i>(UNDERLINE ALL THAT APPLY)</i> <b>Administration/Accounting and Fiscal Systems</b>	BUREAU/SECTION/UNIT: <i>(UNDERLINE ALL THAT APPLY)</i> <b>Accounting Disbursements/Contract and County Payments/County Payments</b>
SUPERVISOR'S NAME: <b>Racquel Vitor</b>	SUPERVISOR'S CLASS: <b>Accounting Administrator I, Supervisor</b>

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*:

None                       Supervisor                       Lead Person                       Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

Five Accountant Trainees/Accounting Officer, Specialists and one Student Assistant.

## MISSION OF ORGANIZATIONAL UNIT:

The Accounting Disbursements Bureau is responsible for fulfilling the disbursement obligations of the California Department of Social Services (CDSS) in accordance with the legal requirements of all programs administered by CDSS. The Bureau approves and processes all disbursements in accordance with the Budget Act and other statutory authority for 17 funds totaling more than \$20 billion annually. This is achieved through the implementation and monitoring of policies and procedures developed to ensure efficient compliance with all rules and regulations related to those programs.

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**CONCEPT OF POSITION:**

Under the general direction of an Accounting Administrator I, Supervisor (AA I-Sup) the Senior Accounting Officer, Specialist (SAO-Spec) is responsible for complex and difficult assignments relating to the analysis and development of fiscal policies for Local Assistance programs. The SAO-Spec must be able to accurately apply accounting principles and practices, as well as draw sound conclusions and provide recommendations to management. The SAO-Spec acts as the County Payments Unit (CountyPU) lead and is responsible for the payment activities for all county programs. Operates within the County Expense Claim Reporting Information System (CECRIS) and the Financial Information System for California (FI\$Cal) to fulfill daily operational needs.

**A. RESPONSIBILITIES OF POSITION:**

- 35% Assists the AA I-Sup in planning and organizing the Unit and providing technical expertise, direction, and training to staff for the accounting and disbursement of various funds made to 58 counties and various vendors for local assistance payments. Ensures payments are made in accordance with the Government Code, Welfare and Institutions Code, State Administrative Manual, and federal regulations.
- 20% Prepares and reviews claim schedules, Accounts Payable vouchers and reclass vouchers to ensure accuracy, funds availability, and compliance with regulatory codes and legal documents and takes appropriate action when necessary.
- 20% Provides technical assistance and fiscal consultation to counties and CDSS staff regarding federal and state local assistance funds. Participates in the development, implementation, and maintenance of CECRIS. Acts as a liaison to control agencies and assists with research to provide information requested by management, which includes providing customer service by telephone or in writing.
- 10% Develops, implements, and updates desk review procedures to ensure consistency in the auditing process.
- 5% Reviews reconciliations of CDSS' FI\$Cal reports with State Controller's Office records and various county records for local assistance programs. Ensures all correction batches are completed timely.
- 5% Prepares and reviews year-end accruals. Coordinates with other units during the fiscal year-end closing procedures.
- 5% Other duties to provide support within the Accounting and Fiscal Systems Branch.

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B. SUPERVISION RECEIVED:

The SAO-Spec receives general direction and supervision from an AA I-Sup. The SAO-Spec is responsible for the timely completion of assignments in an acceptable format and will communicate workload status to the AA I-Sup on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

The SAO-Spec will serve as a lead for the Unit in the absence of the AA I-Sup.

D. PERSONAL CONTACTS:

The SAO-Spec will interact with CDSS staff, state control agencies, federal agencies, county agencies, and vendors.

E. ACTIONS AND CONSEQUENCES:

Failure to make sound decisions and maintain adequate internal financial controls may result in expenditures erroneously or inappropriately made, jeopardize the reimbursement of federal funds, unadjusted advance payments, under or over payments, and a decline in CDSS' fiscal credibility. Failure to make payments and produce required reports in a timely manner will result in the payment of penalty and interest fees and compromise the counties' ability to operate critical human service programs.

F. OTHER INFORMATION:

The SAO-Spec is required to continuously demonstrate excellence in customer service, as well as strong interpersonal and team leadership skills; effective writing, editing, presentation, and verbal communication skills; and demonstrated abilities in managing multiple priorities and processes. This position requires knowledge of government rules and regulations regarding local assistance programs, FI\$Cal, and CDSS' vendor payment policies and practices.