

**STATE OF CALIFORNIA
CIVIL RIGHTS DEPARTMENT
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
Vacant	Senior Accounting Officer	326-305-4567-XXX
Division/Unit	Date	Prior Pos # (if applicable)
Administration/Fiscal Services		

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Accounting Administrator I, Supervisor, the Senior Accounting Officer performs the more complex technical and professional accounting duties while maintaining accordance with the Governor's Budget, Department of Finance rules and regulations, California Prompt Payment Act, State Administrative Manual (SAM), and Government Codes utilizing the Financial Information System for California (FI\$Cal).

The incumbent is expected to consistently exercise a high degree of initiative, responsibility, and independence in performing a heavy workload and meet short deadlines with a high degree of accuracy and attention to detail.

Description of Essential Functions:

- 30% Performs month-end close activities which include running labor and allocation and resolving any issues, running outstanding queries for payments, accounts receivables, journal entries, etc. and works with other 'accounting staff to resolve any errors and clear all outstanding transactions. Works with Accounting Manager to close submodules and general ledger each month. Runs reports and prepares monthly reconciliation between SCO and FI\$Cal. Verifies FI\$Cal commitment control balances agree with general ledger balances. Process Office of Revolving Fund and Bank Statement reconciliations. Researches and resolves discrepancies, working with FI\$Cal as needed. Prepares monthly Plan of Financial Adjustment and Transaction Request as needed.
- 20% Performs General Ledger duties for direct transfers. Enters GL journal entries into FI\$Cal. Processes zero-dollar deposits for corrections and reclassifications. Process Accounts Receivable Payments, including deposit checks/warrants, create deposit slips, and apply payments to clear outstanding A/R items and salary advances. Reconcile payroll Accounting Receivables with Human Resources Office. Keep track of Salary Advances. Processes replenishment vouchers for Citibank. Reconciles Citibank transactions for Airline tickets and Enterprise Car Rental against travel expense claims; Stop warrant payments and reissue warrant payments.
- 15% Provides written and presentations to program staff about Travel Expense Claims (TEC).. Updates departmental travel rules and regulations. Assists departmental staff with submitting travel claims. Administer CalATERS, including table development and maintenance . Attends meetings and trainings related to FI\$Cal system changes and enhancements and CalHR TEC updates.

- 15% Assist with preparing all annual reporting documents for control agencies including the SCO and Department of Finance, including the preparation of the Year-End financial statements in accordance with the State Administrative Manual and Control Agency requirements. Processes late payment penalties, prepares and submits annual late payment report to DGS. Prepares and submits 1099 Withholding Reports to SCO. This includes reading and interpreting the State Administrative Manual and various other sources of documentation in order to respond to requests for information.
- 10% Acts as a liaison to respond to internal department staff as well as control agencies such as the Department of Finance, SCO, State Treasurer's Office, and Bureau of State Audits. Provides technical assistance in resolving accounting and reporting issues. Recommends solutions for breaches in policies and procedures. Creates and maintains complex documents and templates. Attends meetings and trainings related to FI\$Cal system changes and enhancements and CalHR TEC updates.

Marginal Functions:

- 5% Acts as a backup for the Accounts Payable processors, distributes settlement checks, and opens mails. Travels to the State Controller's Office (SCO) to pick up checks/warrants, downloads, and save SCO reports to share point on daily basis.
- 5% Other duties as assigned.

Desirable Qualifications:

- Four-year degree in Accounting or Finance
- Experience working in FI\$Cal
- Experience performing accounting duties either for a State Agency or the private sector
- Proficient computer skills in Excel, Word
- Excellent in oral and written communication
- Ability to manage workload, partnerships, and professional relationships
- Sound analytical and research skills and ability to manage difficult technical duties
- Ability to plan, organize, and multi-task work
- Ability to take initiative and work independently, and to work effectively with others as part of a team

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job.

- Requires daily use of a personal computer, calculator and related software applications at a workstation
- Requires ability to effectively work under stress
- Requires effectiveness in completing assignments with deadlines and changing priorities
- Requires ability to lift files, office supplies, books and manuals (up to 20 lbs.)

- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties
- Requires prolonged sitting and or standing at a workstation for 6.5 to 7 hours perday.
- Requires dependability and excellent attendance records. During year-end, vacations may not be authorized, and overtime may be required
- Requires occasional local travel to make bank deposits or attend training or conferences

Working Conditions:

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

Supervision Received:

The Senior Accounting Officer receives direct supervision from the Accounting Administrator I and may receive direction from the Chief Fiscal Officer.

Supervision Exercised:

None.

Administrative Responsibility:

The Senior Accounting Officer must have the knowledge and ability to apply 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. 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; establish and maintain cooperative relations with others; and communicate effectively both orally and in writing.

Personal Contacts:

The Senior Accounting Officer will have occasional contact with outside vendors and contractors, departmental management and staff, control agency representatives, and other state agency personnel.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information may result in sensitive information being released to unauthorized persons and/or incorrect information used to make financial management decisions.

I have read and understand the duties assigned as described above. I meet all job requirements as described above and can perform the essential functions with or without a reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date