Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (12/2023)

☐ **PROPOSED** ☒ **CURRENT**

Classification Title	**Division**
Accounting Officer (Specialist)	Administration
Working Title	**Office/Unit/Section/Geographic Location**
Accounting Officer	Financial Management Branch/Accounting Office/Accounts Payable Unit
Position Number	**Name and Effective Date**
592-220-4546-007	

General Statement: Under the general supervision of the Accounting Administrator (AA) I (Supervisory), the Accounting Officer (Specialist) will perform a variety of professional accounting duties of average difficulty in the establishment and maintenance of financial records for the Department of Cannabis Control's (Department) Accounting Office. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

35% (E) Accounts Payable

Audit and analyze invoices to ensure compliance with the payment provisions of purchase orders, contracts, inter-agency agreements, grant agreements, amendments, and revisions, according to rules, regulations, other directives and guidelines from control agencies and the Department policies; invoices related to contracts and local assistance claims, as prescribed in established rules by State Controller's Office (SCO), Department of General Services (DGS), State Administrative Manual (SAM), California Department of Human Resources policies, Internal Revenue Source codes and Department guidelines and authorizations. Utilize the Financial Information System of California (FI$Cal) to process payment in compliance with the California Prompt Payment Act with timely issuance of a valid Invoice Dispute Notification if needed. Maintain and monitor accounting logs to ensure timely payments.

Review terms of contracts, purchase orders, and service agreements by analyzing and interpreting guidelines from the SAM, Government Codes, and other applicable State laws. Ensure all necessary documentation has been received for the establishment of proper payment records (applicable coding and amount). Audit and review invoices for accuracy with ongoing contact with program staff for verification of delivery and testing of products within the time frames mandated by the Prompt Payment Act and in a format required by the automated accounting system and the SCO. Process voucher payments through FI$Cal.

Review FI$Cal statewide vendor system for vendor duplication, expiration, changes, etc., prior to approving, adding, or updating FI$Cal. Schedule invoices for payment according to SCO regulations, verify coding, and update automated financial records.

Provide consultation to the Accounts Payable (AP) Unit, vendors, field offices, headquarters units, and control agencies by interpreting and clarifying the rules and regulations that govern accounting practices stated in the SAM, FI$Cal procedure manual, and departmental rules and regulations. Research and resolve complex payment and reporting problems.

Navigate through the multitude of payment record and encumbrance queries to review and ensure expenditures are posted according to SAM, to the appropriate allotment(s), vendor accounts and appropriations. Research and resolve complex payment and reporting problems. Maintain accurate balances by liquidating encumbrances when payments are made without linking to the purchase order. Review journal entries and create vouchers in FI$Cal to record expenditures in accordance with SAM and FI$Cal procedures.

25% (E) Invoice and Payment Facilitation

Contact Department staff regarding invoice funding and corrections to speed issuance of vendor payment of claims for resolution whenever possible. Provide information and assistance to Department staff and management as needed. Responsible for helping to review daily reports from FI$Cal to ensure all claims are received and processed by SCO. Update contracts, claims schedules and/or labor reports with corrections. Coordinate and reconcile with the Financial Reporting and Systems Unit to verify expenditures between the AP Unit and General Ledger modules in FI$Cal. Respond to sensitive inquiries from managers, vendors, and control agencies including time extensions, reverting appropriations, reportable payments, penalty payments, year-end expenditure accruals, year-end encumbrance reclass, year-end journal entries, and reversal of year-end accruals.

20% (E) Technical Support

Research, analyze, and take actions to correct outstanding vouchers, outstanding journals, and pending transaction items. Navigate through and analyze various complex records in FI$Cal to ensure transactions are posted to the appropriate accounts and appropriations. Clear all the reconciliation items in conjunction with closing FI$Cal month-end and year-end processes. Clear the Voucher Build Error items to ensure all the transactions are posted correctly.

10% (E) Month-end and Year-end Reconciliation

Conduct all month-end and year-end activities including year-end accruals and clearing reconciling items. Review year-end closing deadlines in conjunction with the State Treasurer’s Office, SCO, and FI$CAL cutoffs. Update the AP items for the year-end plan to ensure the deadlines are met.

5% (E) Policies & Procedures

Develop, review, and revise AP related policies and procedures ensuring compliance with the SAM, FI$Cal, and SCO.

5% **(E) Professional Development**
Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. **Headquarters Designation**
Department Headquarters Office, Rancho Cordova, CA 95670

C. **Supervision Received**
The incumbent will receive assignments and direction from the AA I (Supervisor); however, assignments and direction may also come from the AA II and/or the Staff Services Manager III.

D. **Supervision Exercised**
None.

E. **Administrative Responsibility**
None.

F. **Personal Contacts**
The incumbent will have extensive and often ongoing contact with Department staff, the Budget Office, and control agencies (i.e., SCO, Department of Finance (DOF), DGS, FI$Cal).

G. **Actions and Consequences**
Inaccurate financial reporting could result in the Department making ineffective decisions. Information reported to DOF, SCO, legislative analysts, and the Governor's Office would be misrepresented.

H. **Functional Requirements**
The incumbent is expected to work 8:00 AM – 5:00 PM, Monday through Friday; however, may be required to work specified hours based on the business needs of the Division. Regular attendance and punctuality are an essential part of this job. The incumbent will work in an office setting. Daily access to and use of a personal computer and telephone is essential. Use of a computer, mouse, and keyboard is required. The incumbent must: maintain confidentiality, possess excellent communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent must express ideas and give instruction effectively, operate common office equipment used in financial record-keeping work, make mathematical computations rapidly and accurately, communicate effectively, analyze data and draw sound conclusions, and work cooperatively with others as a member of a team.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe 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 the Equal Employment Opportunity Office.)

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Employee Signature Date

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Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor Signature Date

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Supervisor's Printed Name – Classification

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