

DUTY STATEMENT

DUTY STATEMENT

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| Employee Name: Vacant | Current Date: May 2024 |
| Classification: Senior Accounting Officer (Spec) | Position #: 673-820-4567-005 |
| Division/Office: Administrative Services Division/ Accounting Branch | CBID: R01 |
| Section: Travel & Branch Support | |
| Supervisor Name: Rupinder Bal | Supervisor Classification: Accounting Administrator I |

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

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

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

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| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Lead Person |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Team Leader |

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: 0

Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS:** N/A

MISSION OF SECTION: The purpose of the Accounting Branch is to perform accounting services including invoice payments, client invoicing, financial records management, employee financial services in accordance with federal, state, and local guidelines and legal requirements, evaluation of accounting system procedures, and auditing local air pollution control district expenditures.

CONCEPT OF POSITION: Under the general supervision of the Accounting Administrator (AA I) (S) of the Accounting Branch, Fiscal Unit B. The Senior Accounting Officer (Sr.AO) is independently performing more difficult, professional accounting duties in the Travel & Branch Support Unit, such as processing travel expense claims reimbursement, working with Concur & CalATERS Global, providing customer service to internal and external stakeholders, performing Office Revolving Fund services, processing Citibank payments and replenishments, analyzing data and preparing complex reports for management, performing year-end tasks e.g., accruals. Research items rendered by CARB and CalEPA, including data in FI\$Cal. Training lower-level staff. Will act as liaison with other Departments, and offices (BDOs), and Control Agencies representing CARB and CalEPA. Coordinates and resolves complex travel expense claim issues. Prepares complex reports for management. Cross-trains staff and directly assists the other managers and supervisors of the Travel & Branch Support Unit and the Accounting Branch.

| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u> |
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| 35%-E | Independently initiates and processed the more difficult and complex travel claims, and relocation claims. Provides direction, resources, and clarification of policies and procedures. Responds to inquiries concerning the status of claims reimbursement and status of invoice payments. Reviews FI\$Cal aging report of unreimbursed claims. Assists with US Bank payments and replenishments. Reports to management and represents CARB and CalEPA to control agencies. |
| 35%-E | Maintains the CARB and CalEPA Travel Guide, logs, and worksheets. Answers users' questions. Reconciles the Office Revolving Fund for two independent organizations i.e., CARB and CalEPA. Monitors Office Revolving Fund balances identify aged replenishment claims, and contacts responsible parties for resolution. Researches and follows up on the status of payments of invoices, travel expense claims, phone calls, and emails. Communicates orally and/or in writing in a professional and effective manner with internal and external customers, control agencies, auditors, and local and federal governments utilizing tact and interpersonal skills to establish and maintain effective working relationships. As CARB |

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| | and CalEPA's CalATERS administrator acts as liaison to CalATERS help desk and resolves system errors with SCO's staff. |
| 25%-E | Acts as the CalATERS table administrator; maintains and modifies CalATERS tables in conjunction with FI\$Cal table changes in coordination with the Budgets Unit for proper alignment with organizational structure i.e., Service Location, Account, Alternate Account, Appropriation Reference, Fund, etc. Reviews, resolves, and approves CalATERS transactions on the daily FI\$Cal transaction error report. Prepares, reviews, and approves the most difficult and complex year-end transactions e.g., accruals, etc. of multiple professional-level accountants. Reviews year-end closing deadlines in conjunction with CalATERS/SCO cut-off. Evaluates, review, and make recommendations regarding staff unit procedure |
| 5%-M | Assists other accounting staff when necessary, including but not limited to reviewing transaction input, keying transactions into FI\$Cal, and approving and releasing transactions for other accounting staff. Other duties as required. May perform other duties under the scope of the classification. |