

DUTY STATEMENT

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Employee Name: Vacant	Current Date: July 2024
Classification: Limited Term Accounting Officer (Specialist)	Position #: 673-820-4546-XXX
Division/Office: Fiscal Services Division/Accounting Branch	CBID: R01
Section: Accounts Payable Unit	
Supervisor Name: Vacant	Supervisor Classification: Accounting Administrator I (Sup) (AA I (Sup))

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree it represents my assigned duties.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- 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 the use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input 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: N/A

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Receipt and Disbursement Section comprises the Accounts Payable Unit (APU). The section is responsible for financial activities related to vendor invoice payments, revenue/fee collection, reimbursements, salary advances, expense advances, travel advances, and travel expense claims for both the California Air Resources Board (CARB) and California Environmental Protection Agency (CalEPA).

CONCEPT OF POSITION: Under direction of the Accounting Administrator, I (Sup), the Accounting Officer (AO) (Specialist) is responsible for performing a variety of professional accounting functions for both the California Air Resources Board (CARB) and California Environmental Protection Agency (CalEPA). Utilizing the Financial Information System for California (FI\$Cal) and following the State Administrative Manual (SAM) and accounting procedures prescribed by the State Controller's Office (SCO), the incumbent will process invoices, validate and schedule payments, maintain invoice files and logs, and act as a liaison between accounting and program staff. The incumbent will also assist with month-end and year-end processes and special projects, develop procedures, and provide backup to the Accounting Section team members.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Independently initiates and processes the more complex accounting problems by providing direction, resources, or clarifying policies and procedures. Responds to inquiries concerning the status of invoice payments. Management reports and represents CARB and CalEPA to control agencies. Ensures leases, utilities, grants, invoices, contracts, subvention, etc., are paid promptly. Review expenditure information at year-end and input accruals to support year-end financial statements.
35%-E	Review and process activities of multiple professional-level accountants that encompass the Accounts Payable Unit. Analyzes purchase orders, purchase estimates, Non-Contractual Payments (NCPs), contracts, utilities, and other invoices. Posts various direct transfer journal entries in FI\$Cal, such as entries from the Department of General Services (DGS), Department of Justice (DOJ), Prison Industries (PIA), etc. Implement new accounting policies and procedures. Updates the Subvention Guidance Package (SGP) annually by California Health and Safety Codes. Sends notifications to the California Air Districts, responds to questions, reviews

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	<p>applications, requests population information annually, calculates subvention distribution amounts, prepares disbursement vouchers; reviews year-end reports submitted by the Air Districts, and maintains Subvention records, including the log; processes replenishment, taxi, rent, facilities, and lease payments. Reviews terms of contracts, purchase orders, and service agreements by analyzing and interpreting guidelines from the State Administrative Manual (SAM), Government Code, and other applicable state laws. Ensures that all documentation has been received to establish proper payment records (coding and amount). Processes vendor payments in coordination with program staff; verifies delivery and tests products within the time frames mandated by the Prompt Payment Act and in a format required by FI\$Cal and SCO. Calculates late payment penalties. Review, approve, and record voucher payments and the amount of CARB and CalEPA leases and rental office space at multiple locations.</p>
20%-E	<p>Represent CARB and CalEPA in fiscal matters with control agencies relative to the status of accounts and other financial issues. Develops and implements the annual year-end financial plans for CARB and CalEPA to ensure timely filing of year-end statements. Reviews FI\$Cal reports for CARB and CalEPA weekly. Request adjustments to purchase orders to ensure that CARB's obligations are neither understated nor overstated and accurately reflected in the report. Update CARB and CalEPA's accounting policies. Train staff on new procedures to maintain compliance with SAM, DOF, and other State regulatory requirements. Assist staff in performing their duties and prioritizing workload, including cross-training and reassigning duties.</p>
10%-M	<p>Assists other accounting staff when necessary, including but not limited to reviewing invoice and voucher input, keying transactions, and approving vouchers in FI\$Cal. Serves as backup to other accounting staff and works on special projects and other duties as required.</p>

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