

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Senior Accounting Officer, Specialist

POSITION NUMBER:

800-623-4567-910

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Finance and Accounting/Accounting and Fiscal System

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Acct and Reptg/Cnty Claims & Cash Sect/Cnty Claims

SUPERVISOR'S NAME:

Raquel Pasamonte

SUPERVISOR'S CLASS:

Accounting Administrator I, Supervisor

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.

SUPERVISOR'S SIGNATURE

DATE

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

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 mission of the Accounting and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System, and State and Federal regulations. Record and reconcile all transactions posted to the Department's financial book of record, the Financial Information System for California (FI\$Cal). Maintain the fiscal integrity of FI\$Cal, the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies, as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under general supervision of the Accounting Administrator I, Supervisor (AA I-Sup), the Senior Accounting Officer, Specialist (SAO-Spec) acts as the County Claims Unit lead and is responsible for the auditing activities of all administrative expenditures submitted by counties. The SAO-Spec acts as a Subject Matter Expert in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and FI\$Cal to fulfill daily operational needs.

A. RESPONSIBILITIES OF POSITION:

- 30% Serves as the Unit Lead. Provides technical expertise and direction to staff in auditing and reviewing quarterly CECs within the automated database operating in the Foxpro environment and manual process. Analyzes, researches, and resolves problems in claim expenditures to verify county welfare departments' compliance with CDSS regulations and instructions. Assists the AA I-Sup in planning and organizing the Unit.
- 25% Trains new employees; monitors regulatory and program changes; updates staff of any changes that affect the claim; and identifies and resolves complex technical and analytical problems by reviewing and analyzing financial reports and procedures. Reviews staff completed tasks; and assists in developing, implementing, updating, and modifying CEC audit policies and procedures for the desk audit to verify all statutory and legal requirements are met.
- 15% Interacts with federal and state agencies, county welfare departments, and CDSS staff, and coordinates and facilitates meetings. Provides fiscal support and consultation relating to CECs, including research and preparation of written and verbal responses to inquiries from all entities.
- 10% Assists in coordinating and tracking the Program Request Forms (PRFs) with various units to ensure all sections are complete and on time.
- 10% Acts as lead for the accounting systems and sub-systems project development applying the software development life cycle methodology throughout the process.
- 5% Conducts the annual desk audit monitoring review and quarterly on-site monitoring reviews to certify compliance with federal laws and regulations.
- 5% Other related duties as required to support the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

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

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SAO-Spec has daily interactions with CDSS staff, state control agencies, federal agencies, county agencies, and vendors.

E. ACTIONS AND CONSEQUENCES:

The SAO-Spec must be knowledgeable of county, federal, and state fiscal requirements, including the fiscal systems that CDSS administers to verify payments to counties are made accurately and timely. Failure to make sound decisions and maintain adequate internal financial controls could result in expenditures erroneously or inappropriately made. Should this occur it would jeopardize the reimbursement of federal funds, jeopardize CDSS' working relationships with the counties and other local clients, cause a decline in CDSS' fiscal credibility, and compromise the counties' ability to operate critical service and benefit programs.

F. OTHER INFORMATION:

The SAO-Spec is required to continuously demonstrate excellence in customer service; 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 a background in maintaining and working with databases and spreadsheets with the current CEC system, which operates in the Foxpro environment and the PRF system using Microsoft Dynamics. This position may require overtime and travel.