

DUTY STATEMENT

Employee Name:	Position Number: 580-110-4546-734
Classification: Accounting Officer (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Accounting Support Officer	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration Division	Branch/Section/Unit: Financial Management Branch/Accounting Reporting Section/Central Accounting Services Unit – Operations Support & Service Center

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports CDPH's mission and strategic plan by performing professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for Department activities, such as accounting records associated with the Master Payroll Process, Chapter 13 garnishment.

The Accounting Officer (Specialist) processes salary advances, reviews and uploads accounting transaction files into the Accounting System and assists with various accounting posting and research.

The incumbent works under the general supervision of the Accounting Administrator I (Supervisor) for the Operations Support and Service Center Team.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Performs professional accounting duties of average difficulty in working with Accounting and Human Resources Division (HRD) staff to resolve various accounting problems and provides technical assistance and training in various areas related to properly distributing payroll, travel/salary advances, and Revolving Fund checks. In accordance with the State Administrative Manual (SAM) Payroll Procedures, the incumbent performs the full range of activities related to miscellaneous payroll, garnishment checks, and salary advances. Maintains files for Chapter 13 garnishments and posts transactions into the accounting system.
- 25% Completes monthly outstanding salary advance balance notices and collection efforts. This includes, but is not limited to, analyzing outstanding balances from system generated reports and salary advance notices against accounting system document files. Posts to the general ledger accounts clearing outstanding accounts receivable liquidating salary advances when the State Controller's Office's (SCO) warrants are received and follows up on delinquencies. Consults with the employees and HRD managers regarding the clearance of outstanding salary advances and preparing correspondence as necessary. Verifies salary advance balances in the Accounting System per the Exit Clearance process.
- 15% Provides assistance with the Revolving Fund Checks process. Effectively/efficiently completes all assignments within agreed upon deadlines while still maintaining internal controls as specified in the SAM and compares machine-signed checks with authorization and supporting documents. Disburses checks, which includes preparing and sending emails to authorized personnel for pickup, as well as preparing Golden State Overnight (GSO) mailing envelopes and regular U.S. mail envelopes for mail out. Effectively and professionally communicates with both internal and external customers advising on warrants status and/or answering inquiries.
- 10% Assists with the reconciliation of checks received from SCO with the warrant releases received from HRD. Logs incoming SCO Warrants into Payroll Check Log. Reviews, verifies, analyzes, audits, and releases SCO Warrants to all the programs. Prepares package of garnishment checks to send out as requested by HRD.
- 5% Assists with various accounting postings and research. Assists in the resolution of Payroll related stale dated checks issued and received. This includes, but is not limited to, reissuing

any payments due to employees, and collecting as needed.

Marginal Functions (including percentage of time)

5% Researches, interprets, and applies SAM, the Department of General Services (DGS), the California Department of Human Resources (CalHR), and other rules and regulations in archiving accounting records. Updates desk procedures and manuals as needed. Provides back-up support to staff in their absence to ensure that the needs of the team are met by assisting with workload needs. Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: Alyssa Ballesteros-Agulo

Date: 05/12/2023