

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Administration				POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-4567-XXX		Position ID 293
UNIT Accounting				CLASSIFICATION TITLE Senior Accounting Officer (Specialist)		
TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE Senior Accounting Officer (Specialist)	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
STATE TREASURER'S OFFICE MISSION						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Administration Division provides support services to the various programs as well as to the Authorities directly associated with the Treasurer's Office. These responsibilities include accounting, budgeting, business services, personnel management, labor relations, Equal Employment Opportunity Office, training and management analyses.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision from the Accounting Administrator I (Supervisor), the incumbent shall perform professional and financial accounting functions for the State Treasurer's Office (STO) and/or Boards, Commissions, and Authorities (BCAs). All agencies have special reporting requirements. Duties shall include the following:						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.					
25%	Record financial activity in Fi\$Cal related to the BCAs or STO funds assigned including, but not limited to: journal entries; cash receipts; remittance advices; accounts receivables; direct transfers; projects; and loans. Review and approve purchasing documents in Fi\$Cal for availability of budgeted funds for the period, expenditures stated, and for correct coding. Monitor the cash and appropriation balances and communicate possible problems to management.					
25%	Complete monthly reconciliations between Fi\$Cal and SCO's monthly fund and appropriation reconciliation reports for assigned agencies. Prepare monthly detailed management report, cash analysis report for BCA managers, and Plans of Financial Adjustments.					
15%	Responsible for year-end financial statements for the assigned STO funds and BCAs. Prepare manual financial statements from Fi\$Cal accounting system.					
10%	Research and answer inquiries from management with regard to the fiscal position of BCAs. Interact with management and staff, control agencies and the public.					
10%	Work with independent auditors on BCAs audits which are statutory required, responding to their inquiries in a timely manner.					
5%	Approve vouchers and purchase orders in Fi\$Cal.					
5%	Reconcile Agency Centralized Treasury System (CTS) Bank Accounts for small Boards/Commissions/Authorities using Fi\$Cal data.					
5%	Perform other job-related duties.					
SPECIAL REQUIREMENTS						
N/A						
To be reviewed and signed by the supervisor and employee:						
EMPLOYEE'S STATEMENT:						

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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