

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Administration				POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-4552-002		Position ID 22
UNIT Accounting				CLASSIFICATION TITLE Accounting Administrator I (Specialist)		
TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE Accounting Administrator I (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 general supervision from the Accounting Administrator II, the incumbent. serves as the technical specialist for the Condemnation Deposits Fund (CDF), activities which are unique to the State Treasurer's Office (STO). The position administers the CDF, has complete knowledge of the laws governing Condemnations, "Eminent Domain" actions, and is the only source of information for all state and local agencies and utility districts. The position performs the most sensitive and technically complex work which an error in judgment would have a severe detrimental impact on the State. This position also serves as a back up to Cash Accountability. Makes recommendations to STO and BCAs management and provides technical accounting services to the STO and BCAs in conjunction with bond program accounting. 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.					
50%	<p>Responsible for all transactions to the CDF; approves all deposits, assigns account numbers; sets up all new accounts; and establishes and changes interest payment address information. Analyzes all extremely sensitive and confidential court orders, dismissals, settlement agreements, Grant Deeds, Easements, Right of Ways, and proofs of payment for withdrawals submitted to the State for distribution. Works independently to determine their validity, accuracy and compliance with Codes and Statutes. Prepares all CDF claim schedules for payment by SCO. Reviews and approves inter-agency transfers for withdrawals to SCO.</p> <p>Updates journals and database; maintains and reconciles the SCO and Caltrans balances with the CDF monthly. Prepares monthly reports and plaintiff's account statement requests using Word for Windows, Excel and dBase/Access. Processes requests for stop payments, reissues, forgeries, and copies of canceled warrants. Determines and prepares corrections and changes to the CDF submitted to SCO. Monitors and assists SCO with interest payments.</p> <p>Responds daily to extremely complex and sensitive legal inquiries regarding CDF policies both verbal and written communication. Informs, advises and directs action on codes and statutes, requirements for deposit and withdrawal, account balances, interest payments, and case information from high level city, county or state agency attorneys, financial officers, and right of way agents, defendants and their attorneys, municipal utilities, transportation districts, communications companies and redevelopment agencies.</p>					

20%	Record financial activity related to Agencies assigned including, but not limited to: journal entries; cash receipts; remittance advices; controller’s receipts; accounts receivables; direct transfers; projects; and loans. Review and approve purchasing documents 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. Responds to the most complex and sensitive inquiries from internal/external auditors, SCO staff, and STO/BCA management.
10%	Complete monthly reconciliations between Fi\$Cal and SCO’s monthly fund and appropriation reconciliation reports. Reconcile Agency Centralized Treasury System (CTS) Bank Account.
10%	Responsible for year-end financial statements for the assigned STO and BCA(s). Prepare manual financial statements from Fi\$Cal accounting system.
5%	Approve vouchers and purchase orders in Fi\$Cal.
5%	Provides back-up to Accounting Administrator II; other job-related duties as required.

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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