

**CALIFORNIA STATE TREASURER'S OFFICE**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Administration				POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-4546-001		Position ID 35
UNIT Accounting				CLASSIFICATION TITLE 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	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
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.						
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>						
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.						
<b>DIVISION OR BCA OVERVIEW</b>						
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.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under close supervision and training from the Accounting Administrator I (Supervisor), this position performs professional and financial accounting functions for small Authorities with simple funding structures. Each Authority has special reporting requirements. Duties shall include the following:						
<b>% of time performing duties</b>	<b>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.</b>					
35%	Record financial activity related to the Authorities including, but not limited to: journal entries; cash receipts; remittance advices; controller's receipts; accounts receivables; direct transfers; journal vouchers; projects; and loans. Review and approve purchasing documents for availability of budgeted funds for the period, expenditures stated, and for correct coding.					
15%	Complete monthly reconciliations for Authorities including: general ledger to SCO, Accounts Receivable, loan balances and project balances.					
15%	Analyze SCO journal entries for direct transfers. Determine appropriate general ledger impact and corresponding Fi\$Cal transaction coding. Prepare posting information using Excel in accordance with the Uniform Codes Manual (UCM).					
10%	Office Revolving Fund requests for payment and corresponding replenishment claims to clear these items.					
10%	Review incoming contracts and Interagency Agreements (IAs) for accuracy, proper approvals and correct coding in accordance with Generally Accepted Accounting Principles, State regulations and departmental policy. Review and process incoming invoices for conformance with contract language.					
5%	Research and answer inquiries from management with regard to the fiscal position of Authorities. Interact with management and staff, control agencies and the public. Provide assistance to Fiscal Services related to the authorities.					
5%	Reconcile Agency Centralized Treasury System (CTS) Bank Accounts for small Boards/Commissions/Authorities using Fi\$Cal data.					
5%	Perform other job-related duties.					
<b>SPECIAL REQUIREMENTS</b>						
N/A						
<b>To be reviewed and signed by the supervisor and employee:</b>						

**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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