

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-110-4567-053
Classification: Senior Accounting Officer (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Travel Claims Payment Specialist	Work Location: 1615 Capitol Avenue Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Financial Management Division	Branch/Section/Unit: Accounting Operations Section/PO & Recon Unit/Travel Team

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 Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by independently performing the more difficult accounting duties that require an understanding of the entire accounting process. The incumbent will act as a lead to assist staff with daily transactions, questions, and training on most complex emergency invoices. Responsible for the most complex emergency expenditure transactions within the Financial Information System for California (FI\$Cal)

automated accounting system.

The incumbent works under the general direction of the Accounting Administrator I (AA I) Supervisor of the Travel 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% Establishes and maintains accounts and financial records, which includes posting expenditures related to travel. Reviews analyzes, and approves travel advances, travel expense claims by researching, interpreting and applying CalHR, DGS, & Same rules regulations, bargaining unit Memorandum of Understanding (MOU's), Management Memo's and Department's policies. This includes claims and requests submitted through CalATERS Global system. Maintains on- going review and audit of CalATERS Global transmittals and original receipts. Completes various travel, CalATERS Global, and Fiscal reports for reconciliation. Utilizing Financial Information for California (FI\$Cal) to post and review vouchers and journal vouchers, Reviewing and correcting any voucher errors.

Independently audit, review, and process expense advance request for incoming Office Revolving Fund (ORF) emergency invoices and US Bank Corporate Card statement against most complex, often multi funded procurement documents which may include General Fund, Federal Fund and Special Fund. Perform research and analysis of coding for proper funding sources and verify funding against existing budget authority, working closely with the Programs, Program Support Unit and the General Ledger Unit. Post complex, multi funded financial transactions directly into the FI\$Cal automated accounting system. Processing payment voucher and replenishment ORF vouchers in FI\$Cal for ORF invoices through the State Controller's Office (SCO). Prepare correspondence to vendors, and/or program representatives on disputed matters. Reconciling and fixing any complex ORF items for Accounting Month End and Year End. Research and respond to program inquiries regarding expenditures and ORF transactions. Serve as ORF liaison for ensuring that payment issues are resolved, and appropriate recommendations are provided in a timely matter.

- 40% Approves Out-of-State (OST) airline reservation for OST Blanket and Individual Trip (ITR) request. Provides OST coverage, monitors and respond to the CDPH Airline coordinators email box. Review separation and exit clearance notifications for outstanding travel advances,

establishes CalATERS and Concur profile accounts. Monitors and responds to the travel help desk FMB-CalATERS email box to ensure timely response and action. Independently review, analyze, and quickly make a sound decision to pay ORF emergency expedite invoices outside the FI\$Cal by creating a claim schedule and submitting to SCO with clear justification for an expedite request. Work closely with FI\$Cal Service Center (FSC) to resolve any processing issues quickly to ensure timely payment and making expenditure correction. Process ORF payments through FI\$Cal, and continually process the replenishment of the fund. Interpret and post journal entries and transfer documents received from the SCO for accuracy. Performs weekly GER interface travel transactions from CalATERS to FI\$Cal. Reconciles unused airfare ticket credits and follow up with employees to ensure proper utilization of credit.

- 15% Processes ORF abatements and stop payment request. Prepares year-end accruals and assist programs with accruals inquires. Assists in ongoing development and updating of internal desk procedures and process improvements within the Travel Unit. In a lead capacity, assist the supervisor with providing ORF and Fi\$Cal training to new staffs within the Account Payable/Travel Team. This will include assisting in the training of staff on processes and best practices to ensure accuracy and consistency and assisting staff with the correction of posting errors. Report to the AAI Supervisor the operational needs of the team including the review of proposals to change accounting procedures, process improvements of payables functions and workflows. Assist with the analysis and development of internal desk procedures within the FI\$Cal automated system. Assignments may involve process changes that affect the entire accounting operation, and the incumbent may be given broad discretion on the solution of problems.

Marginal Functions (including percentage of time)

- 5% Act as backup to assist the AAI Supervisor with creating regular voucher payments for manual TEC claims and updating CalATERS prepaid vouchers with manual payment data. Creates FI\$CAL supplier records. Prepares the monthly CalATERS Global Reimbursement Aging report, processes and correct travel related errors. Provide consultation to Program staff on status of ORF invoice payments. Assist supervisor with weekly status reporting of production. Perform other work-related duties as needed.

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: NW

Date: 3/3/25