

**DUTY STATEMENT**

Employee Name:	Position Number: 580-110-4567-048
Classification: Senior Accounting Officer (Specialist)	Tenure/Time Base: Permanent / Full-Time
Working Title: Payroll and Receivables 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/Receivables and Cash Unit/Accounts Receivable 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 Senior Accounting Officer (Specialist) (SAO Spec) performs the complex professional accounting duties, independently analyzes the more complex financial transactions, verifies the accuracy and integrity of accounting data, reviews sources documents, and resolves issues independently. The SAO Spec is responsible to process daily transactions related to Payroll Accounts Receivables (PARs) and other Accounts Receivables (ARs) utilizing the Financial

## Information System for California (FI\$Cal).

The incumbent works under the general direction of the Accounting Administrator I (Supervisor) of the Accounts Receivable 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 the collection of outstanding amounts owed to the Department of Public Health. Posts payment transactions to FI\$Cal to clear PAR items, records reimbursements, abatements, no warrant payments, and processes advance collections. Notifies the Accounting team when payments have been posted. Maintains records of PARs satisfied via agency collections and reports agency payments and refunds to the State Controller's Office (SCO) for W2 adjustments via STD995 Forms. Prepares requests for cash state check refunds and office revolving fund collected PAR accounts.
- 30% Runs FI\$Cal reports to validate automatic payroll deductions and the SCO corrections have interfaced into FI\$Cal from the SCO Legacy to employee PAR open items. Determines whether a line from the document has been posted in AR or General Ledger (GL). When interfaced transactions are posted incorrectly, works with the SCO to resolve issues independently. Processes a reclass of SCO Transfers to the department levels of appropriation. Performs the computations on reclass postings, uploads reclass to FI\$Cal GL module, and processes coding corrections when required.
- Creates new customer records, posts FI\$Cal transactions to set up new PARs from Half Sheets, reversals or clearing of outstanding PARs based on information received from the Human Resources Division (HRD) and the SCO. Informs the HRD and the SCO of any discrepancies. Responds to inquiries from the HRD.
- 15% Provides support to other staff members by producing dunning letters, assists with preparation invoices for the Office of Labor Relations to bill various labor unions, and other reimbursement contracts. Generates monthly AR aging report and sends it to HRD. Maintains and updates PAR open and closed folders.
- 10% Provides assistance to departmental management regarding the more complex fiscal policies and procedures, conducts special studies, and prepares factual reports and makes appropriate recommendations. Responds to special requests and works on special projects.

Researches AR payments placed in the Unclear Collections account and provides correct coding information that will facilitate the posting of payments.

### **Marginal Functions (including percentage of time)**

5% Provides back-up support to staff in their absence. Assists with Year-End activities. Develops and maintains detailed desk procedures, provides training to new hires, and participates in the meetings and workshops with programs. Works with auditors when needed. Performs other work-related duties.

☐ 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: 4/17/25