

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-110-4567-023</b>
Classification: Senior Accounting Officer (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Claims Specialist	Work Location: 1615 Capitol Ave, 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/Payables Unit/Invoice Payment Team 3

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) acts as a unit lead to assist in the processing of invoice payments and process the most complex expenditure corrections and financial transactions within the Financial Information System for California (FI\$Cal) automated accounting system. The incumbent will provide support for continual process improvements within the multi-funded financial structure of CDPH.

The incumbent works under the general direction of the Accounting Administrator I (Supervisor), of the Invoice Payment Team 3.

**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)**

- 35% Audits complex incoming invoices against, often multi funded procurement documents which may include General Fund, Federal Fund and Special Fund. Perform the 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 Budget Office. Posts complex, multi funded financial transactions directly into the FI\$Cal automated accounting system. Reviews and approves vouchers within FI\$Cal for payment of invoices through the State Controller's Office (SCO). Prepares correspondence to vendors, and/or program representatives on disputed matters. Researches and responds to program complex inquiries regarding expenditures and encumbrance transactions. Serves as Payables Unit liaison ensuring that accounting issues are resolved, and appropriate recommendations are provided in a timely matter. Performs complex research and communicate with or assist in the collaboration with Program Offices to verify the completion and resolution of issues. Reviews and analyzes FI\$Cal reports to advise department management regarding financial status and potential problem areas.
- 35% In a lead capacity, the incumbent will assist the supervisor with overseeing and monitoring the activities within the Unit. 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. Reports to Accounting Administrator I the operational needs of the unit including the review of proposals to change accounting procedures. Works with the Accounting Administrator I Supervisor to look for process improvements of payables functions and workflows. Assists 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.
- 25% Collaborates with staff to ensure that all Expedite invoice payments are processed timely and within contract agreement terms and conditions. Works closely with SCO to resolve any processing issues quickly to ensure timely payment. Processes payments through the Office Revolving Fund (ORF) when necessary and continually process the replenishment of the fund. Interprets and posts journal entries and transfer documents received from the State Controller's Office for accuracy. Audits and posts a large volume of direct transfer journal entries and work with Department of General Services (DGS), Department of Finance (DOF), and other state agencies to correct journal process errors.

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

5% Acts as lead over Student Assistant on Invoice Tracking process issues as needed. Provides consultation to Program staff on status of invoice payments. Perform other Senior Accounting Officer (Specialist) work-related duties, as assigned.

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: 4/21/25