

JOB DESCRIPTION AND POSITION CLASSIFICATION

CBDA 525 (3-Page) (Rev. 11/05)

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|--|---|--|---|--------------------------------|
| CLASSIFICATION Accounting Officer (Specialist) | | POSITION NUMBER 530-001-4546-904 | MCR 1 | RPA # 15-026 |
| APPOINTEE Vacant | | DIVISION/SECTION Administration/Accounting | | |
| COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> | | Supervisory Related BU: <input type="checkbox"/> | Confidential Related BU: <input checked="" type="checkbox"/> | Rank and File BU: 01 |
| RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person | IMMEDIATE SUPERVISOR (Print) Terry Smith | | SUPERVISOR'S CLASSIFICATION Staff Services Manager I (Supv) | |
| APPROVED BY (Personnel Analyst's Name) Lynn Borja | | | DATE 1/30/13 | |
| ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT. | | | | |
| POSITION SUMMARY | | | | |
| Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general direction of the Staff Services Manager I, with minimal direction from the Deputy Executive Officer of Administration and the Contracted Fiscal Services (CFS) Office, the Accounting Officer (Specialist) performs professional accounting duties relating to Accounts Payable, Travel Program, and other accounting tasks of an average difficulty. | | | | |
| DESCRIPTION OF DUTIES | | | | |
| Percent of Time (E) and (M) | Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement. | | | |
| 45% (E) | Prepare and maintain accounting control records and payment logs. Review, code, and route invoices to the CFS Office. Ensure that supporting documents are attached and appropriate laws/rules are applied to payment documents. Prepare correspondence to vendors on disputed matters including program managers and other staff to ensure payments are accurate and timely to meet Prompt Payment Act requirements. Research and resolve complex payment and reporting problems. Reconcile monthly CALSTARS Reports for accuracy, i.e., ensure that payments are posted to the appropriate general ledger, vendor accounts, etc. Prepare reports to support various bond-funded expenditures, encumbrances, and/or cash needs. Analyze accounting records and payment information. Track payments for encumbering documents, such as contracts, purchase orders, direct transfers, etc. Participate in the year-end process to ensure that financial reports are accurate, which includes processing of disencumbrances and accruals. | | | |
| 30% (E) | Function as the Travel Program Coordinator for the agency. Review, audit, and process travel claims, using CalATERS Global, then submit final approvals directly to State Controller's Office. Ensure accuracy and appropriateness according to requirements of the Uniform Codes Manual, CalHR/SPB rules, Department of General Services Statewide Travel Program, Collective Bargaining Contracts, State Administration Manual, and other accounting documents. Train agency staff on travel claim process to reinforce travel requirements. Maintain CalATERS tables. Notify management when travel requirements are updated. Liaison for the American Express Corporate Meeting Card (CMC) & Business Travel Account (BTA), Enterprise, and SWABIZ accounts and systems. | | | |
| SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE. | | | | |
| SUPERVISOR'S NAME (Print) Terry Smith | | SUPERVISOR'S SIGNATURE ➤ | | DATE |
| EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. | | | | |
| EMPLOYEE'S NAME (Print) Vacant | | EMPLOYEE'S SIGNATURE ➤ | | DATE |

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| 25% (E) | <p>Develop, update, and maintain internal policies and procedures for the agency's accounting processes to ensure adequate internal controls and proper accounting treatment. Review and understand accounting policies/procedures, laws, and rules to stay current on accounting changes then notify the appropriate staff, which includes interpreting the: CALSTARS Manual, Uniform Codes Manual, CalHR/SPB rules, Department of General Services Management Memos, Collective Bargaining Contracts, State Administration Manual, or other accounting documents. Coordinate with the Budget Office to establish, update and maintain the CALSTARS Chart of Accounts to ensure that year-end reports show the appropriate expenditures by appropriation, fund, and object code. Reviews CALSTARS coding, on an ongoing basis, for accuracy and prepares updates when needed.</p> <p>PERSONAL CONTACTS Various levels within the Contracted Fiscal Services (CFS) Office; program managers and management; other staff at various levels including federal, state, local government agencies, non-profit organizations; contractors, vendors, prospective contractors, and the public.</p> <p>SUPERVISION RECEIVED Incumbent works under the general direction of the Staff Services Manager I with minimal direction from the Deputy Executive Officer of Administration and the Contracted Fiscal Services Office.</p> | | | |