STATE OF CALIFORNIA

DELTA STEWARDSHIP COUNCIL

# JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

| CLASSIFICATION | POSITION NUMBER | MCR | RPA # |
|---|---|---|---|
| Senior Accounting Officer (Specialist) | 530-001-4567-00x | 1 | DSC 15-046 |

| APPOINTEE | EFFECTIVE DATE | DIVISION/SECTION |
|---|---|---|
| Vacant | | Administration/Budgets &Financial Information |

COLLECTIVE BARGAINING IDENTIFIER

| Management Related BU: | Supervisory Related BU: | Confidential Related BU: | Rank and File BU: |
|---|---|---|---|
| ☐ | ☐ | ☐ | ☑ 01 |

| RESPONSIBILITIES EXERCISED | IMMEDIATE SUPERVISOR (Print) | SUPERVISOR'S CLASSIFICATION |
|---|---|---|
| ☐ Supervisory ☐ Lead Person | Livia Page | Staff Services Mgr III (SSMIII) |

| APPROVED BY (Personnel Analyst's Name) | DATE |
|---|---|
| Lynn Darby | |

**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 direction of the Chief of Administration Division (SSM III), the Senior Accounting Officer functions independently in a one-person office as the Accounting Expert to the Delta Stewardship Council (Council) staff. Incumbent is responsible for oversight and coordination of various contracted accounting services. Incumbent is expected to perform the more difficult and complex accounting duties, which requires a full understanding of the State's entire accounting process including accounting principles, methods, and procedures.

## 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. |
|---|---|
| 40% (E) | Review, code, and route invoices for payment, which includes working with contract program staff and Contracted Fiscal Services (CFS) contractor to ensure invoice is processed timely with supporting documents, and meet accounting payment standards. Review involves various payment types, such as American Express, Lease, Purchase Orders, Contracts, Direct Transfer, Revolving Fund, etc. Prepare and maintain accounting control records, payment logs, and other tracking systems. 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 financial reports (i.e., Calstars/Fi$cal) for accuracy and to ensure that payments are posted to the appropriate general ledger, vendor accounts, or other accounting documents. Prepare reports to support various bond-funded expenditures, encumbrances, and/or cash needs. Analyze accounting records and payment information. Review and track payments from encumbrance documents, such as contracts, purchase orders, direct transfers, non-liquidating, etc. Participate in the year-end process to ensure that financial reports are accurate, which includes reconciling, disencumbering, liquidating, accruing or changing the funding on payment documents. Prepare Cash Flow/Fund Condition reports to ensure that there is not a cash shortage in the non-General Fund ledger accounts, i.e., bond, ELPF. Analyze and reconcile discrepancies to correct any errors within the same fiscal month. Train Council staff on invoice process to ensure documents are completed and processed according to accounting laws and rules. |

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
|---|---|---|
| Livia Page | ➢ | |

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) | EMPLOYEE'S SIGNATURE | DATE |
|---|---|---|
| Vacant | ➢ | |

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| APPOINTEE | DIVISION/SECTION | | |
| Vacant | Administration/Budgets &Financial Information | | |

| 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. |
|---|---|
| 25% (E) | Function as the Travel Program Coordinator for the Council. Review, audit, and process travel expense claims (TECs), using CalATERS Global through State Controller's Office (SCO) database called FileZilla. Submit final TEC approvals directly to SCO and maintain copies for audit purposes. Ensure TECs are completed accurately and appropriately 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 rules. Train Council staff on TEC and reimbursement process to reinforce travel requirements. Maintain CalATERS tables through SCO's FileZilla database. Notify management when travel requirements are updated. Liaison for the Council's American Express Corporate Meeting Card (CMC) and Business Travel Account (BTA) including travel account system. |
| 25% (E) | Function as the Accounting Expert for the Council. 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: Calstars and Fi$cal Manuals, Uniform Codes Manual, CalHR/SPB rules, Management Memos, Collective Bargaining Contracts, State Administration Manual, or other accounting documents. Participate in research and policy development related to accounting issues. Coordinate with the Budget Office to establish, update and maintain Chart of Accounts to ensure that reports show the appropriate expenditures by appropriation, fund, and object code. Review Chart of Accounts on an ongoing basis, for accuracy and works with Budget Office to prepare updates when needed. Develops, updates, and maintains written policy and procedures for Council's accounting processes to ensure adequate internal controls and proper accounting treatment. Provides accounting research and prepares special accounting studies as required. Prepare analysis reports for management. |
| 10% (E) | Monitor and track both accounts receivable and payable for Reimbursement and Federal Funds to ensure they are processed and paid timely. Work with Contracts and Business Services Office and CFS contractor to ensure that these documents are processed with the correct funding and coding then monitor activities after they are recorded in the various general ledger accounts. Maintain payment logs and other tracking systems to ensure that documents meet accounting standards. |
| | PERSONAL CONTACTS<br><br>Various levels within the Contracted Fiscal Services Office including Accounting Administrator levels; Council staff and management; other staff at various State control agencies including federal and local agencies, non-profit organizations; contractors, vendors, prospective contractors, and the public. |