

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**

**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

**RPA- 12 CAC**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY California Arts Council (CAC)	POSITION NUMBER (Agency - Unit - Class - Serial) 352-431-4177-002
2. UNIT NAME AND CITY LOCATED Administration, Sacramento	3. CLASS TITLE Accountant I (Specialist)
4. WORKING DAYS AND WORKING HOURS Monday through Friday 8AM to 5PM	5. SPECIFIC LOCATION ASSIGNED TO 1300 I Street, Suite 930, Sacramento, CA 95814
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**8. BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under direct supervision of the Senior Accounting Officer Supervisor, the Accountant I (Specialist), performs the more difficult semi-professional accounting work in the researching, analyzing, monitoring, establishing, and maintaining of accounts and financial records.

9. % of time performing duties

10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

30%	<p><i>The Mission of the California Arts Council is to advance California through the arts and creativity</i></p> <p><b><i>The incumbent is responsible for ensuring that all work is performed in accordance with State and Federal laws and rules, departmental directives, the State Administrative Manual (SAM), CalHR rules, Victim Compensation and Government Claims Board (VCGCB) rules, FI\$CAL Procedures Manual, Uniform Codes Manual, Government Code, Department of Finance's (DOF) Management Memos and Budget Letters, and State Controller's Office (SCO) rules and regulations utilizing MS Office, Excel, and FI\$CAL.</i></b></p>
20%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to make payments for local assistance grants awarded by the CAC, the incumbent:</p> <ul style="list-style-type: none"> <li>• Audits local assistance grant payments for accuracy by verifying invoice information, address, dollar amounts are correct, ensures proper signatures have been obtained, meets SCO guidelines, and are ready for payment.</li> <li>• Creates payment vouchers using the FI\$CAL accounting system and submits to the SCO for approval.</li> </ul> <p>In order to process Travel Expense Claims the incumbent verifies, audits and advances in accordance with Departmental, CalHR, and SAM regulations:</p> <ul style="list-style-type: none"> <li>• Creates payment vouchers in FI\$CAL to be approved by the Senior Accounting Officer.</li> <li>• Audits claims and processes claim schedules to replenish the revolving fund.</li> </ul>

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**12. 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

**DUTY STATEMENT**

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
15%	<p>In order to assist with the Revolving Fund the incumbent:</p> <ul style="list-style-type: none"> <li>• Prepares and records Revolving Fund information using an Excel spreadsheet and entering it into FISCAL in order to keep accurate records and to follow agency guidelines.</li> <li>• Reconciles Revolving Fund to SCO reports to ensure the agency information is accurate.</li> <li>• Compile invoices and create a claim schedule for reimbursement money back to the Revolving Fund Account preparing a 404c and std 218 form in order to maintain accurate financial records</li> <li>• Manually types agency checks for urgent contractor or grantee payment requests.</li> </ul>
15%	<p>In order to assist with Cash Receipts the incumbent:</p> <ul style="list-style-type: none"> <li>• Manually prepares paper deposit slip and input receipts into Fi\$cal in order to record deposits.</li> <li>• Reviews reports for accuracy by checking that the deposit slips reconcile with the FISCAL reports in order to ensure that the agency information is correct.</li> <li>• Prepares electronic remittances using receipt information t and posted into FISCAL, in order to notify the State Treasurer's office of money received.</li> </ul>
10%	<p>In order to assist with the bank statement the incumbent:</p> <ul style="list-style-type: none"> <li>• Prepares bank reconciliation.</li> <li>• Researches bank statements, revolving fund log and FISCAL in order to resolve discrepancies in both cash and Revolving Fund Record, to ensure consistent and accurate information.</li> </ul>
5%	<p>In order to assist with the reconciliation's the incumbent:</p> <ul style="list-style-type: none"> <li>• Reconciles Federal Fund and Special Deposit Fund to SCO monthly Reports.</li> <li>• Researches discrepancies and resolves problems in appropriations in order to ensure that the agency information is accurate.</li> <li>• Handles inquiries regarding grant and contract payment status from vendors, state agencies and staff regarding status of payments in order to ensure payments are being made accurately and timely.</li> <li>• Assists the Senior Accounting Officer with the Year End Process and help prepare the Year End Financial Statements by creating FISCAL reports and reporting discrepancies to the Senior Accounting Officer in order to ensure that the agency information is accurate.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b>  Post miscellaneous journal entries into FISCAL.  Order Regional Transit passes monthly.</p> <p><b>KNOWLEDGE, SKILLS AND ABILITIES</b>  <u>Knowledge of:</u> Principles and practices of financial record keeping; basic principles of accounting; office methods, procedures, and equipment; governmental accounting principles and procedures.  <u>Ability to:</u> Apply rules and regulations to specific cases; operate common office appliances used in financial record-keeping work; analyze and draw logical conclusions; dictate correspondence.</p> <p><u>Special Personal Characteristic</u>  Ability to qualify for a fidelity bond.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Good written and oral communication, 10-key calculator, organizational skills, good work habits and attendance, dependability, customer service skills, ability to follow direction and working well with others in a team environment.</li> <li>• Experience with or a general understanding of FISCAL.</li> <li>• Ability to work in a fast paced environment with ever changing priorities.</li> <li>• Effective time management skills and the ability to manage multiple tasks.</li> <li>• Strong interpersonal skills and the ability to work independently and as part of a team.</li> </ul>

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	<p><b>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"><li>• Appropriate attire for an office environment.</li><li>• Requires ability to effectively handle stress and meet deadlines.</li><li>• Ability to sit for extended periods of time.</li><li>• Effectiveness in completing assignments with deadlines and changing priorities.</li><li>• Frequent daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.</li></ul>

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