

**DUTY STATEMENT**

GS 907T (REV. 08/01)

**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- FY 15/16  
**017-CCFC**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> First 5 California (aka California Children and Families Commission)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 319-001-4567-915
<b>UNIT NAME AND CITY LOCATED</b> Fiscal Services - Sacramento	<b>CLASS TITLE</b> Senior Accounting Officer (Specialist) RA
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 2389 Gateway Oaks Drive, Sacramento, CA 95833
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 319-001-4567-915

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.

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

Under the general direction of the Staff Services Manager II, within the Fiscal Services Office (FSO), this position, in a lead capacity, is independently responsible for maintaining and coordinating the more difficult accounting activity for cash control, bank and fund reconciliations, and assists in the preparation and reporting of year-end financial statements.

<b>% of time performing duties</b>	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>
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*All work is to be performed in accordance with State and Federal laws and rules, State Personnel Board, CalHR, State Administrative Manual (SAM), Government Code and other statutory mandates, and/or principles and guidelines of First 5 California.*

**ESSENTIAL FUNCTIONS**

35%

In order to ensure the state accounting procedures of the Commission's accounting records for all First 5 California (F5CA) funds are complete and accurate, the incumbent will:

- Lead and train staff with local assistance disbursements, accounting adjustments, monthly appropriated reconciliation to the State Controller's Office (SCO), and monthly reconciliation of the allotment/expenditure/encumbrance files utilizing FI\$Cal reports and independently perform the more difficult tasks.
- Collaborate and liaison with comparable level personnel in the F5CA program offices and State control agencies relating to the above areas to ensure the more difficult problems are resolved, procedures and policies implemented, and relevant reports received and understood. This involves extensive interaction with management staff, program staff, FI\$Cal, and the SCO.

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

SUPERVISOR'S NAME (Print)

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**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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STATE OF CALIFORNIA

First 5 California Children & Families Commission

# DUTY STATEMENT

GS 907T (REV. 03/05)

RPA- 017-CCFC

% 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. (Use additional sheet if necessary)
35%	<p>In order for F5CA to remain in compliance with state accounting rules/procedures, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Lead the reconciliation of F5CA accounts and funds to SCO accounts using SCO records and FI\$Cal reports for all funds, including the Office Revolving Fund</li> <li>• Analyze the more complex discrepancies between FI\$Cal accounting records and control agency accounts, and review accounting activity</li> <li>• Lead the preparation of monthly Plan of Financial Adjustment letters to reimburse the agency's clearing account for the Commission's program costs</li> <li>• Prepare necessary journal entries and other adjustments</li> </ul>
20%	<p>In accordance with the State Administrative Manual, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Lead and participate in the preparation of required, quarterly, and year-end financial statements and reports for all Funds, including special reports for the State Commission and program offices for control and evaluation purposes</li> </ul>
10%	<p>In order to assist in the process improvement efforts in the FSO, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Act as lead person with unit staff to improve work processes utilizing process improvement techniques, and by serving as a team member on various accounting office and division teams</li> <li>• Analyze flowcharts and measure work processes in order to ensure current work processes are efficient and timely; propose and recommend streamlined processes</li> <li>• Communicate with customers and assess their needs and ensure all requirements are met in a timely fashion.</li> <li>• Identify problem areas, determine possible solutions, and develop and implement plans for improvement</li> </ul>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.</p> <p><i>Ability to:</i> Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.</p> <p><b>DESIRABLE QULAIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of California State Accounting, and Contracting and Fiscal operations, policies, and procedures</li> <li>• Knowledge of principles of auditing and business management</li> </ul>

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	<ul style="list-style-type: none"><li>• Ability to apply budget and accounting principles and practices</li><li>• Ability to apply statistical methods and analyze a variety of account data</li><li>• Knowledge of principles of auditing and business management</li><li>• Demonstrated ability to act independently, open-mindedness, flexibility and tact</li><li>• Working knowledge of Microsoft Windows 2010, Word, Excel, and PowerPoint</li></ul> <p><b>WORK ENVIRONMENT:</b></p> <ul style="list-style-type: none"><li>• Function effectively under stress and under deadlines</li><li>• Function effectively in automated environment</li><li>• First 5 California does not currently offer telework</li></ul>