

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-10757-
OFS/CFS**

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fiscal Services		POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-4546-xxx	
UNIT NAME AND CITY LOCATED Contracted Fiscal Services Unit		CLASS TITLE ACCOUNTING OFFICER (Specialist)	
WORKING DAYS AND WORKING HOURS Monday through Friday - FLEX 7:00 a.m. – 6:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 6 th Floor – Bond Accounting Section	
PROPOSED INCUMBENT (If known) VACANT		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-4552-008	
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 supervision of the Accounting Administrator II, the incumbent is responsible for assisting the supervisor and staff in performing average complexity Bond Accounting functions within the Office of Fiscal Services (OFS), Contracted Fiscal Services (CFS) Unit, Bond Accounting Section.			
% 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>		
35%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are keys to the success of the Department's Mission. That mission is to "deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promote those values and expectations.</p> <p><i>The incumbent is responsible for ensuring that all his/her work is performed in accordance with the Department of General Services (DGS) policies and guidelines, State and Federal laws and rules, State Administrative Manual (SAM), California Human Resources (CalHR) rules, Victims Compensation and Government Claims Board (VCGCB) rules, Uniform Codes Manual (UCM), Government Code, Department of Finance (DOF) Management Memos and Budget Letters, State Treasurer's Office (STO), Generally Accepted Accounting Principles (GAAP), and State Controller's Office (SCO) rules and regulations utilizing Microsoft Office (MS) and Contracted Fiscal Services (CFS) in-house automated systems in order to provide accurate and timely professional financial services to our clients and fiscal control agencies.</i></p> <p>ESSENTIAL FUNCTIONS In order to provide accurate and timely accounting services to the State Public Works Board (SPWB), DOF, and other clients, the incumbent will:</p> <ul style="list-style-type: none"> Analyze source documents such as direct transfers, SCO journal entries, and cash receipts to ensure the transactions are in compliance with all requirements. Prepare journal entries to reflect the balance on each account to be posted to the accounting system to be used for year-end financial reports and supporting documents for audit purposes. Ensure accuracy of the accounting records by reconciling the SCO's records and balances in order to detect any error and discrepancy. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Joann Zhou		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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30%	<ul style="list-style-type: none"> • Maintain accounts and financial records in the excel files and CFSGL files for agency activities, including maintaining accounting records for funds administered by the department. • Work with the State Controller's Office, State Treasurer's Office, Department of Finance, SPWB, and other clients on bond related issues such as availability of funds and debt services payments. <p>In order to ensure all administrative invoices are paid in a timely manner, the incumbent will work with all participating departments to:</p> <ul style="list-style-type: none"> • Ensure that all administrative costs such as bond cost of issuance, tax arbitrage charge, and other departmental accounting charges are approved by the SPWB by requesting approval signature from authorized personnel. • Prepare invoice memos and allocate administrative costs to all departments by analyzing the outstanding bond payable for each department. • Ensure that additional rental payments, if any, are collected promptly from clients by reviewing the account statements to ensure availability of funds to pay the administrative costs and follow up with outstanding accounts.
30%	<p>In order to ensure the financial information are in compliance with State and Federal laws, the incumbent will:</p> <ul style="list-style-type: none"> • Review and update the monthly cash balances for SPWB based on the SCO fund reconciliations and the restriction of the cash flow. • Monitor and maintain information for independent auditors by preparing detailed worksheets and schedules. • Reconcile the monthly SCO Reconciliation to General Ledger Accounts by comparing the amounts for each fund. • Update tables such as lease rental payment schedule, bond amortization schedule, and deferred inflow/outflow schedule in the Bond Application as needed.
5%	<p><u>MARGINAL FUNCTIONS</u> Review and understand current fiscal policies and procedures in order to keep up with the latest changes including management memorandums. Review bond documents such as the Official Statement, Bond Indenture, and Facility Leases.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <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. <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><u>SPECIAL PERSONAL CHARACTERISTIC</u></p> <ul style="list-style-type: none"> • Ability to qualify for a fidelity bond. <p><u>DESIRABLE QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Ability to work independently and/or in a team environment. • Ability to organize, set priorities, and work on multiple tasks. • Ability to work under time constraints and focus attention on detail. • Ability to provide excellent customer service. <p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> • Ability to work well with a team and effectively interact with all levels of staff. • Efficiency, conscientiousness and professionalism. • Ability to act independently, display open-mindedness, flexibility and tact.

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	<p><u>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES</u></p> <ul style="list-style-type: none">• Appropriate attire for an office environment.• Ability to handle stress and meet deadlines.• Ability to use a personal computer, software applications, and calculator at a workstation.• Ability to complete assignments with multiple deadlines and changing priorities.