

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 11060-
OFS/FI\$Cal****EFFECTIVE DATE:**

DGS OFFICE OR CLIENT AGENCY DGS OFS/FI\$Cal		POSITION NUMBER (Agency - Unit - Class - Serial) 306-245-4546-925	
UNIT NAME AND CITY LOCATED Service Revolving Fund, West Sacramento		CLASS TITLE Accounting Officer (Specialist)	
WORKING DAYS AND WORKING HOURS Monday through Friday FLEX 8 a.m. to 5 p.m. (FLEX)		SPECIFIC LOCATION ASSIGNED TO West Sacramento	
PROPOSED INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
YOU ARE A VALUED MEMBER OF THE FI\$Cal TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE PROJECT 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.			
Under the general supervision of the Accounting Administrator II, the incumbent works as part of the multidisciplinary project team on the FI\$Cal project that is jointly responsible for the redesign and modernization of the State's business processes.			
% 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>		
30%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key 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 promotes those values and expectations.</p> <p>Core Competencies FI\$Cal is a matrix organization. The incumbent is working collaboratively in a team environment to carry out his/her duties and takes day-do-day direction from his/her project supervisor. Team members in a matrix organization will:</p> <ul style="list-style-type: none"> • Understand the relationship and work successfully and confidentially in the matrix • Clearly identify and articulate risks and issues when discovered • Expeditiously resolve those issues • Collaboratively work on those issues in a cross-functional, matrix organization to develop solutions that are best for California as a whole. <p>All work is to be performed in accordance with all applicable federal and State laws, rules, Government Code and other statutory mandates, regulations and/or guidelines of the State Personnel Board, California Department of Human Resources (CalHR), State Administrative Manual (SAM), Department of Finance, FI\$Cal and the Department of General Services (DGS).</p> <p>ESSENTIAL FUNCTIONS Support the design and development phase activities, in order to achieve successful implementation of the FI\$CAL project which includes but is not limited to, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Communicate and collaborate with DGS offices and Accounting staff on configuration tasks for all modules and help to ensure that all configuration items are identified and developed in order to transition from DGS Legacy systems to FI\$CAL and to ensure that they are in accordance with DGS requirements. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Christine Reyes		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"> • Collaborate with DGS offices and Accounting staff to resolve any configuration items that do not meet DGS requirements by documenting compromises, business process changes, workarounds, and other possible resolutions. • Support data conversion activities such as mapping and extracting of data from Legacy system to FI\$CAL in order to ensure successful execution of FI\$Cal. <p>Support the Testing and Deployment phase activities, in order to achieve successful implementation of the FI\$CAL project which includes but is not limited to, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Assist DGS Subject Matter Experts (SME) in validating data converted to FI\$CAL from various Legacy systems by extracting data from legacy systems, by manipulating data in databases, and by providing FI\$Cal knowledge to the SME in order for the SME to make data translation decisions. • Support the functional and integration testing exercises for all modules to ensure that each process meets DGS expected results by directly performing the test based on test scripts. • Analyze and reconcile the input and output data from the testing exercises in order to determine performance. • Facilitate workshops/training sessions to provide foundational knowledge of FI\$CAL's new processes. • Assist in the development of new desk procedures and directives in order to guide DGS end-users in performing their FI\$Cal tasks.
25%	<p>As part of the FI\$CAL team, in order to help provide on-going support after the FI\$CAL has gone live which includes but is not limited to, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Monitor system performance by generating reports in order to verify if the system is operating correctly and reliably. • Document the success and failures of each process in order to identify issues and constraints. • Support Accounting staff by following up and assisting with any FI\$Cal issues and making recommendations to resolve issues. • Communicate performance and data issues to supervisors and leads so they can direct the problems to the appropriate resources for resolution. • Maintain regular communication with supervisors, leads, and Accounting staff in order to provide information of all issues related to the specified functional business areas.
10%	<p>Support the development and maintenance of Internal and External Directive Procedures, in order to guide DGS end-users in performing their FI\$CAL tasks, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Document that all current and necessary Directives by function will be created and updated for FI\$Cal. • Support the creation of Internal and External Directives by compiling screenshots and following sample scenarios. • Collaborate with other Accounting staff on the documentation of Internal and External Directives for every accounting function to ensure that all DGS offices and OFS Accounting is clear on their roles in the successful completion of each function.
5%	<p><u>MARGINAL FUNCTIONS</u></p> <ul style="list-style-type: none"> • Prepare status reports and provide updates to the project management team. • Perform other duties as required to ensure successful implementation of the FI\$Cal Project. <p><u>KNOWLEDGE AND ABILITIES</u></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>

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	<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"> • Communicate in a clear and concise manner both orally and in writing. • Organize, set priorities, and work independently with a minimum of supervision. • Work under time constraints. • Follow directions from supervisors. • Have focus and attention to detail. • Be punctual to work and demonstrate good attendance, follow work rules. • Ability to work effectively and meet deadlines with changing priorities. • Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition. <p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> • Efficiency, conscientiousness and professionalism. • Work well with a team and effectively interact with all levels of staff. <p><u>ADDITIONAL QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Flexible and adaptable to change. <p><u>WORK ENVIRONMENT, PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES</u></p> <ul style="list-style-type: none"> • Appropriate dress for professional office environment. • Ability to effectively work under stress and deadlines. • Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation. • Ability to sit for extended period of time.