

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-11146-
OFS/SRF

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY OFFICE OF FISCAL SERVICES	POSITION NUMBER (Agency - Unit - Class - Serial) 306-234-4546-925
UNIT NAME AND CITY LOCATED SRF FISCAL SERVICES – West Sacramento	CLASS TITLE ACCOUNTING OFFICER (SPECIALIST)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 THIRD STREET, 10TH FLOOR
PROPOSED INCUMBENT (If known)	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.

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

Under the general supervision of an Accounting Administrator I (Sup), the Accounting Officer (Specialist) will provide full accounting, financial, and customer services for DGS's financial transactions including the proper recording, reconciliation, and reporting of financial data while maintaining proper internal controls for assigned program offices in the Accounts Receivable Unit.

% 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)

30%	<p><i>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.</i></p> <p>All work will be accomplished in accordance with the guidelines of the Department of General Services (DGS), State Administrative Manual (SAM), Board of Control rules, California Human Resources (CalHR) rules, Government Code, Bargaining Unit agreements, Internal Revenue Service (IRS) withholding requirements, and State Controller's Office (SCO) rules and regulations.</p> <p>ESSENTIAL FUNCTIONS</p> <p>Utilizing Microsoft Office, Oracle Activity Based Management System (ABMS), and the Accounts Receivable (A/R) procedures, in order to administer the following monthly Electronic Fund Transfer (EFT) activities that enables EFT collections, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Prepare monthly EFT to process payment for DGS invoices including the preparation, audit, and submission of the EFT file and the coordination with SCO on its posting. • Research and communicate with DGS programs and Departmental clients on any customer inquiries in order to resolve any EFT invoice issues. • Prepare monthly report to reconcile the transactions posted by the SCO against the submitted data. • Administer monthly lockbox to close EFT invoices in ABMS after SCO posting and analyze any discrepancies. • Submit WEB site data monthly that provides Invoices, EFTs and Customer Account Numbers (CANs).
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Judy H. Huang	SUPERVISOR'S SIGNATURE	DATE
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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%	<p>Utilizing Microsoft Office, Oracle Activity Based Management System (ABMS), and the Accounts Receivable (A/R) procedures, in order to maintain the Customer Account Numbers (CANs) database to ensure accuracy in invoicing and billing, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Audit Customer Account Number requests from our internal and external customers and ensures that all required information is provided. • Maintain the database that relates the CANs to the appropriate State Controller's Accounts that is used with the EFT process. • Implement new CANs and any changes to existing CANs in ABMS.
25%	<p>Utilizing Microsoft Office, Oracle Activity Based Management System (ABMS), and the Accounts Receivable (A/R) procedures, in order to coordinate with all EFT customers on any SCO processing corrections to accurately post to the customer's correct appropriation accounts, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Audit EFT Adjustment Requests for accuracy and legitimacy to prevent inaccurate postings. • Prepare and submit SCO Transaction Request letters to SCO for processing of requested appropriation corrections. • Create the necessary adjusting entries in ABMS.
10%	<p>Utilizing Microsoft Office, Oracle Activity Based Management System (ABMS), and the Accounts Receivable (A/R) procedures, in order to administer annual Prepayments from Customers to DGS' Service Revolving Fund, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Run Oracle report to gather information from ABMS to be used for calculating the annual Prepayment for each State Agency in order to provide DGS with sufficient cash balances. • Produce prepayment invoices in ABMS and EFT file to be submitted to SCO for collection of the prepayments. • Distribute Prepayment invoice along with a cover memo to all State Agencies. • Coordinate with SCO to ensure that all Prepayment requests are processed accordingly. • Coordinate with Customers on customer inquiries regarding Prepayment requests such as early returns or posting issues that affect Customer operating and reporting needs. • Update the database for any changes to customer State Controller Accounts so that SCO posts the prepayments accurately.
5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>In order to ensure accurate and timely completion of accounting functions utilizing MS Word, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Prepare work status reports. • Acts as back up to other unit staff in their absence in order to ensure that the needs of the unit are met by assisting with workload needs and assisting customers as needed in accordance with office guidelines. • Maintain and update desk manuals. • Represents the branch or division on departmental/divisional/branch teams. • Review procedures for effectiveness and efficiency and recommend changes that promote innovative solutions to meet customer needs. • Read and understand current fiscal policies and procedures in order to keep up with the latest changes which include management memos, SAM, CalHR Rules, Memos, Budget Letters, etc. <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>Knowledge of: 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>Ability to: 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</p>

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	<p>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"> • 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.