

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-11599-11603

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY OFFICE OF FISCAL SERVICES	POSITION NUMBER (Agency - Unit - Class - Serial) 306-615-4179-925
UNIT NAME AND CITY LOCATED Program Support Accounting Section – West Sacramento	CLASS TITLE ACCOUNTANT TRAINEE (5 Positions)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, Suite 9-115
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 close supervision of the Staff Services Manager II, Staff Services Manager I, and Accounting Administrator I (supervisory), Office of Fiscal Services (OFS), Program Support Accounting Section (PSAS), the incumbents are responsible for performing a variety of professional accounting duties in support of processing of vender invoices, Travel Expense Claims, Reports of Collections, and Billing Transmittals.

% 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><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>In order to ensure accurate and authorized billing charges for contract, purchase documents, transportation, and miscellaneous vender invoices utilizing MS Office, Activity Based Management System (ABMS), and Financial Information System for California (FI\$Cal), the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Audit, approve and process payments for vendor invoices. • Validate charges on vendor invoices against the contract or purchase document. • Identify anomalies in services and goods received and provide information to supervisors and managers for their review of service anomalies. • Create stock receipts in FI\$Cal on the behalf on DGS programs. • Identify billing errors or inaccuracies and notify vendor verbally or by email to correct billing. • Follow up to ensure charges were corrected by vendor on subsequent invoices. • Identify the DGS fund, cost center and line item and enter onto the DGS Payment Approval Form; and assemble and submit payment authorization/approval documents and invoices to OFS. • Initiate payment of Vehicle Maintenance invoices for the Office of Fleet and Asset Management (OFAM) by entering invoice payment information into Voyager Fleet Commander On-line. • Enter new suppliers into ABMS prior to making any invoice payments. • Prepare, review and analyze financial reports, statements, accounts, and records.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	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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10%	<p>In order to ensure accurate and authorized billing charges for services performed by DGS utilizing MS Office, ABMS, and FI\$Cal the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Research any inquiries on Direct Pay, Intrafund and Direct Transfers for the DGS Procurement Division, the Office of State Publishing, and the Real Estate Services Division by discussing the charge with program staff and/or reviewing available accounting date. • Reconcile utility accounts, purchase orders, and contract. • Provide information as requested to management and/or outside agencies using available data obtained from internal DGS sources. • Maintain filing system of invoices using a combination of electronic data and a manual system.
10%	<p>In order to ensure timely payment of services performed by DGS to external customers utilizing MS Office, ABMS and FI\$Cal, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Research customer disputes and assists DGS offices and customers in the dispute resolution process as needed. • Deposit currency, coin and checks received by DGS Offices in accordance with SRF Fiscal Services developed written Deposit Procedures.
10%	<p>In order to respond to special analysis requests from Management for making critical decisions to resolve accounting issues under the above guidelines utilizing MS Office, ABMS and FI\$Cal, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Ensure adequate fiscal information is available to perform accounting analyses and make recommendations. • Interpret fiscal impact and program guidelines referenced in SCO Letters, OFS' SRF Fiscal Services Directives utilizing the legal guidelines included in the Budget Act, legislation and government code that impacts the Real Estate Services Division (RESA). • Write and maintain an Accounting Procedures Desk Manual by researching, updating and compiling the necessary information. • Attend meetings in order to resolve accounting and billing issues by providing information or doing additional research.
10%	<p>In order to authorize and ensure accurate direct pay billing charges for services performed by the State Fire Marshall (SFM), the incumbent will perform the following:</p> <ul style="list-style-type: none"> • On a quarterly basis, add v-lookup formulas to the Microsoft excel invoice sent from the SFM to identify the DGS office that is being billed. • Coordinate the review and approval of each line on the invoice between 5 different contacts in the RESA. • Represent RESA as the main point of contact for SFM invoicing questions.
10%	<p>In order to ensure that Travel Expense Claims (TEC's) are accurate and submitted in a timely manner to the OFS SRF Payables Unit utilizing MS Office, ABMS and FI\$Cal, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Audit each TEC form to ensure compliance with SRF Fiscal Directive # 1007 and the SAM Travel Guide. • Reference the various rules and regulations on State business travel cited in CalHR, State Board of Control (BOC), Internal Revenue Services (IRS), SCO, Management Memos, and Administrative Orders. • Work with DGS staff to identify and correct errors made on TEC's prior to submittal to the OFS SRF Payables Unit.
5%	<p>In order to assist the OFS in the distribution of pay warrants/checks at the OFS check pick-up window, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Count all checks/warrants and posts on both copies the Total Check Count on the DGS-505 Log. • Sign both copies of the DGS-505 Log and dates and circles AM or PM accordingly. • Keep one copy of the DGS-505 Log for further processing. • Call the appropriate DGS Office contact person that the check/warrants are ready to be picked-up. • Verify that the DGS employee is authorized to pick-up checks/warrants per the DGS-1. • Ensure the authorized DGS employee counts and posts all checks/warrants being picked-up. • Ensure the authorized DGS employee legibly signs the DGS-505 Log on the appropriate line. • Maintain the copy of the DGS-505 Log for audit purposes.

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5%	<p><u>MARGINAL FUNCTIONS</u> Utilizing MS Office, in order to ensure accurate and timely completion of accounting functions, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Prepare work status reports. • Act 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. • 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. <p><u>KNOWLEDGE AND ABILITIES</u> <u>Knowledge of:</u> 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. <u>Ability to:</u> 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"> • 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. • Focus attention on detail. • Be punctual to work and demonstrate good attendance, follow work rules. • Ability to work effectively to meet deadlines. • 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. • Requires effectiveness in completing assignments with deadlines and changing priorities. • Ability to sit for extended period of time.