

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-11607-
OFS/CFS

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY OFFICE OF FISCAL SERVICES		POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-4546-027	
UNIT NAME AND CITY LOCATED CONTRACTED FISCAL SERVICES – West Sacramento		CLASS TITLE ACCOUNTING OFFICER (SPECIALIST)	
WORKING DAYS AND WORKING HOURS Monday through Friday (FLEX) 7:00 a.m. to 5:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 707 3 RD Street, West Sacramento, 6 th Floor	
PROPOSED INCUMBENT (If known) VACANT		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-4546-027	
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 CFS Client Agencies financial transactions including the proper recording, reconciliation, and reporting of financial data while maintaining proper internal controls for assigned Client Agencies.			
% 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><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><u>ESSENTIAL FUNCTIONS</u></p> <p>Utilizing Microsoft Office and Financial Information System for California (FI\$Cal), in order to maintain the accounting records for CFS Client Agencies and other funds with more complex activities and journal entries which includes but is not limited, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Review and Analyze General Ledger account balances including more complex accounts such as inventory and Cost of Goods Sold, equipment, and checking account cash. • Prepare journal entries to the General Ledger that includes activities for more complex accounts such as inventory and Cost of Goods Sold, equipment, and checking account cash. • Reconcile the general and subsidiary Ledgers, including the allotment expenditure Ledgers to the SCO's records including continuous appropriation, capital outlay, SMIF cash, and loan to General Fund balances. • Analyze allotment expenditure ledger balances for sufficiency of funds and accuracy of posting. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Hoa Nguyen		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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35%	<p>Utilizing Microsoft Office and FI\$Cal), in order to ensure CFS Client Agencies financial statements meet the State Controller Office (SCO) and Department of Finance (DOF) guidelines, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Prepare and analyze monthly financial statements and management reports including the Budget Report and Income and Expense Report to assist CFS Client Agencies in administering their daily operations. • Provide financial information to CFS Client Agencies, DGS Internal Auditors or to Bureau of State Audits staff to assist in audit events relating to accounting transactions and records.
25%	<p>Utilizing Microsoft Office and FI\$Cal, in order to properly record all transactions between funds under the control of CFS Client Agencies, the incumbent is also responsible for performing the following recording duties:</p> <ul style="list-style-type: none"> • Prepare and submit the Plan of Financial Adjustment (PFA) for CFS Client Agencies and other Special Funds to SCO on a monthly basis for SCO to post fund activities accurately and for SCO's appropriation balances to match CFS Client Agencies accounting balances. • Process the SCO's data for payroll and interface into FI\$Cal to create journal entry for CFS Client Agencies funds in order to post employee monthly payroll costs to the appropriate fund and appropriations. • Reconcile the Account Receivables account for all CFS Client Agencies/ against the General Ledger in order to ensure account balances in the General Ledger reconcile to the source Account Receivables subsidiary ledger.
5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>Utilizing Microsoft 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. • 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, DPA Rules, Memos, Budget Letters, etc. <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> <p><u>SPECIAL PERSONAL CHARACTERISTIC</u></p> <ul style="list-style-type: none"> • Ability to qualify for a fidelity bond.

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	<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.