



DUTY STATEMENT

Classification: Accountant I (Specialist)		Position Number: 161-4177-002
Division/Office/Section: AFITS/Accounting/Operations		
Location: Sacramento	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name:		
Collective Bargaining Identifier (CBID): R 01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under direct supervision of the Accounting Administrator I (Operations), the Accountant I (Specialist) is responsible for the auditing, reviewing and scheduling of Used Oil Refund Claims, Incentive Claims and California Beverage Container Recycling Fund (CBCRF) claims pursuant to Public Resources Code, State Administrative Manual, regulations and other control agency directives. This includes conducting a thorough audit of refunds and claims to ensure all required documentation is submitted to be eligible for payment; assisting in interpreting laws, rules and regulations to staff and new claimants; initiating all necessary research and contact with claimants and program staff to resolve payment issues.

ESSENTIAL FUNCTIONS

- 45% Perform the more difficult semi-professional accounting work associated with processing used oil refund claims. Review and audit claim to verify that amount claimed is eligible for refund. This involves auditing all purchase and sales document associated with claim, verifying basic computations, validating reporting period and fee payment. Post payments to the Calstars accounting system and prepare claim schedules for approval. This includes preparing posting tag input documents, verifying vendor numbers and addresses in Calstars, and verifying that funding information is consistent with original source documents. Work with office lead and supervisor to resolve claim discrepancies. Maintain records of disbursements and adjustments for each vendor in subsystem databases (ORCA) and/or hard copy in claimant files. Regularly verify that data contained in participant files, Calstars, and subsidiary databases are all in agreement. Ensuring all work performed is pursuant to established accounting procedures, principles and practices.
- 30% Process used oil incentive claims; involves posting pre-audited claims by program to Calstars system and assembling claims for approval. Process beverage processor and handling fee claims; this involves performing preliminary audit on claims, ensuring all documents are in compliance, approved by authorized individuals; verifying basic computations, posting payments and preparing claim schedules for approval.

MARGINAL FUNCTIONS

- 10% Under supervisor's guidance, research and resolve discrepancies in payments, vendor addresses, account status or payment/adjustment balances. Maintain cooperative and constructive relationships with CalRecycle staff and contacts outside of CalRecycle and use work time effectively/efficiently in completing all assignments within agreed upon deadlines.

10% Assist other team members processing claim schedules within the operations and accounts payable units to ensure timely payment of all claims. This involves entering claims into systems and CalStars, Fi\$cal, and departmental databases to schedule payments.

5% Pursuant to the most current Separation of Duties listing or as directed by a supervisor, assists in performing tasks required to maintain a proper separation of duties in the accounting office. Such tasks may include (but are not limited to) the following: signing out blank check stock, distributing revolving fund checks, preparing reports of collection, preparing deposit slips, running tapes, or delivering deposits.

NOTE: During year-end, vacations may not be authorized and overtime may be required.