



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Accounting Officer (Specialist)	<b>Position Number:</b> 161-4546-003
<b>Division/Office/Section:</b> AFITS / Fiscal Services / Accounting/General Ledger & Accounts Receivable Unit	
<b>Location:</b> Sacramento	<b>Effective Date:</b>
<b>Supervisor's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Collective Bargaining Identifier (CBID):</b> 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 the general supervision of the Accounting Administrator I (Supervisor), the employee is responsible for standard duties related to the accounts receivable functions within the departmental accounting office. This includes the establishment and maintenance of accounts and general ledgers, the preparation of various financial reports and reconciliations, and ensuring the department's billings are processed according to the state administrative manual and regulations as set forth in public resources code.

**ESSENTIAL FUNCTIONS**

- 15% Research and analyze Uncleared Collections to identify payments that should be liquidating Accounts Receivables. Post reconciled receipts to Calstars and subsidiary databases. Perform a monthly reconciliation of Uncleared Collections general ledger.
- 10% Perform various periodic reconciliations of receivable operations. This includes the analysis of system reports to ensure internal posting programs are working properly and that source documents (input) reconcile to system reports (output), reimbursable expenditures reconcile to invoice requests/issued billings, and that fund/source level postings between the Department and SCO are in agreement. Review and analyze postings to ensure general ledger transactions are posted correctly to revenue, reimbursements, or expenditure (abatement) ledgers. Work with program managers, liaisons, and accounting staff as to resolve discrepancies.
- 10% Perform preliminary audit on standard, installment, multi-funded, or complex invoice requests. Analyze invoice requests to ensure that all documents are approved by authorized individuals and that requests have adequate backup documentation to constitute a valid Accounts Receivable. Documentation could include legal documents such as administrative decisions, judgments, stipulations, and court decisions. Verify computations including interest if applicable. Work with program managers and liaisons to resolve discrepancies.
- 10% Analyze individual appropriation, funding fiscal year, and general ledger balances to determine appropriate transaction codes and posting sequence to create the appropriate Accounts Receivable in the system. Prepare posting tags, and verify that funding information is consistent with original source documents. Post transactions to the Calstars accounting system and other subsidiary databases, including SIRS (Serialized Invoice Register). Prepare serial invoice/billing notification to be sent to debtors.

- 10%** Monitor the Report of Collections for payments received on invoices. Post liquidations of associated receivables in the SIRS or other subsidiary database system, as well as hard copy files.
- 10%** Prepare and send standard 30-60-90 day notices to delinquent debtors pursuant to the State Administrative Manual (SAM). Follow up on collection actions with debtors and associated program staff. Coordinate with Legal Office for resolution of aged receivables. Make recommendations to team leaders and management on collection options. Assist with Franchise Tax Board (FTB) Offsets and State Controller's Office (SCO) Accounts Receivable write off/discharge processes.
- 10%** Maintain hard copy invoices and backup documentation. Regularly verify that file balances in the file agree with Calstars general ledger balance detail for each appropriation and funding fiscal year, and that all other subsidiary databases are all in agreement. Regularly review account information, system templates, and notes to files. Archive closed documents.

### **MARGINAL FUNCTIONS**

- 5%** Respond to customer inquiries and research accounting history to resolve discrepancies in payments or document balances. Respond to the requests from the Dept of Finance Auditors, including creating and sharing reports and financial data to conduct audits. Act as a liaison between accounting and program staff to provide assistance, answer questions, and coordinate information related to Accounts Receivable. This could include reading and interpreting policy manuals, legislative guidelines, departmental manuals or other written materials in order to determine relevant facts for staff, claimants, etc.
- 5%** Prepare the bi-weekly Outstanding Accounts Receivable Report.
- 5%** Process incoming dishonored checks. This includes buying the dishonored check back from the bank, as well as the associated Accounts Receivable/collection process thereafter.
- 5%** Assist in the analysis and preparation of Accounts Receivable accruals for the Fiscal Year End Financial Statements. Assist in the preparation of the ensuing Annual Report to the Controller of the Department's Accounts Receivables and Discharged Accounts for all funds pursuant to Government Code 16583.2. Distribute annual collection/revenue information to revenue forecasting, management, budgets, and respond to questions from control agencies and auditors.
- 5%** Assist on special projects as required