



## DUTY STATEMENT

<b>Classification: Accounting Officer, Specialist</b>		<b>Position Number: 161-4546-010</b>
<b>Division/Office/Section: AFITS / Fiscal Services / Accounting / Accounts Payable Unit</b>		
<b>Location: Sacramento</b>	<b>Effective Date:</b>	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b>		
<b>Collective Bargaining Identifier (CBID): R 01</b>		

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 direction of the Accounting Administrator I, Supervisor (Accounts Payable), the Accounting Officer – Specialist will perform a variety of professional accounting work associated with processing contract payments for all of CalRecycle’s programs. This position will maintain contract and payment files, vendor payment ledgers, perform reconciliations, and perform other tasks required to maintain an adequate separation of duties in the accounting office. It is essential that staff maintains cooperative and constructive relationships with CalRecycle staff and contacts outside of CalRecycle and uses work time effectively/efficiently in completing all assignments within agreed upon deadlines. Follows instruction and accepts supervisory suggestions for work improvement. Follows policies and procedure’s established by CalRecycle and the various laws/rules governing accounting reporting.

**ESSENTIAL FUNCTIONS**

**45%** Perform preliminary audit on multi-funded or complex contract payments. Analyze contract payment requests to ensure that all documents are approved by authorized individuals and that requests do not exceed agreement or encumbered balances. Verify computations including retention if applicable. Work with contract managers and liaisons to resolve discrepancies.

Independently analyze individual appropriation, funding fiscal year, and general ledger balances to determine appropriate transaction codes and posting sequence to make the disbursements. Post payments to the Calstars accounting system and prepare claim schedules for approval. Prepare posting tags, verifying vendor numbers and addresses in Calstars, and verifying that funding information is consistent with original source documents.

Maintain hard agreements and payment requests as applicable. This includes recording transactions such as payments, advances, retentions, and document balances in a tracking log. 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. Follow up on final payment requests after expiration of agreement term. Archive closed documents.

**25%** Reconcile standard Department funds, which include multiple continuous and non-continuous appropriations. Reconciliations require adjusting SCO cash basis account balances to compare to Departmental modified accrual account balances for funds. Verify appropriation balances are not over expended, and that general ledger postings are consistent with the Budget Act/Statute for which the appropriation was created. Perform/follow up on corrections as needed. Monitor appropriation postings and ensure that fiscal year postings are correct and make adjustments as necessary.

## **MARGINAL FUNCTIONS**

- 10%** Review and approve claim schedules in accordance with SAM for legality and compliance with rules and regulations.
- 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 by 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 contract payments and contract encumbrances. 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%** Pursuant to the most current Separation of Duties listing or as directed by a supervisor, assist 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.
- 5%** Conduct formal all staff training on contract payment procedures.
- 5%** Assists with other team members' processing workloads whenever appropriate and practical. During year-end, vacations may not be authorized and overtime may be required.