



DUTY STATEMENT

Classification: Accounting Officer (Spec) (Limited Term: 12 months)		Position Number: 161-4546-901
Division/Office/Section: Admin and Finance/General Ledger Unit		
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 the general supervision of an Accounting Administrator I, Supervisor, the Accounting Officer will perform a variety of professional accounting work associated with CalStars transactions, reconciliations and Fi\$Cal tasks. This involves working with a multidisciplinary range of staff to ensure that all entries and postings are made in accordance with all governing rules, policies, and procedures.

ESSENTIAL FUNCTIONS

- 45%** Reconcile multiple Departmental funds, which include appropriations that are continuous, non-continuous, and fixed charge accounts. Reconciliations require adjusting SCO cash basis account balances to compare to Departmental modified accrual account balances for shared funds, as well as verifying that 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 and follow up on corrections as needed, and monitor appropriations to ensure postings are correct. Analyze reverting balances against the prior year encumbrance file in order to advise management executive staff on underutilized funds. Prepare year-end financial statements for each of these funds.

- 30%** Maintain and reconcile the General Ledger account 3730 (uncleared collections) in CalStars. Work with the Fi\$Cal accounting staff to reconcile with Fi\$Cal. Maintain and reconcile the General Ledger account 1315 (dishonored checks) which includes all general cash and accounts receivable checks maintained in Fi\$Cal accounting system, and in the CalStars accounting system. Work with the Fi\$Cal accounting staff to reconcile the two systems.

- 15%** Perform monthly bank reconciliation in accordance to SAM. Research reconciling items and advise staff and supervisors on necessary corrections. Keep track and clear up stale dated checks.

MARGINAL FUNCTIONS

- 5%** Review and approve accounts payable vouchers in the Fi\$Cal accounting system.

- 5%** Responsible for special projects as required.