



DUTY STATEMENT

Classification: Senior Accounting Officer (Spec)		Position Number: 161-4567-005
Division/Office/Section: AFITS / Fiscal Services / Accounting/General Ledger & Accounts Receivable Unit		
Location: Sacramento	Effective Date: 02/01/2015	
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 direction of the Accounting Administrator I over General Ledger, is independently responsible for the more difficult duties related to the accounts receivable functions within the departmental accounting office. This requires knowledge of accounting principles and procedures, governmental accounting, the uniform accounting system, related laws, rules and regulations, and principles of business management to prepare and track various monthly accounts receivable reports and reconciliations, analyze accounts receivables for completeness and accuracy, and ensure department's billings are processed according to the state administrative manual and regulations as set forth in public resources code.

ESSENTIAL FUNCTIONS

- 25%** Analyze and follow up on the most complex/difficult collection actions with debtors and associated program staff. Coordinate with Legal Office for resolution of aged receivables. As subject matter expert, make recommendations to management on collection options. Independently implement and maintain a process for Franchise Tax Board (FTB) Offsets and State Controller's Office (SCO) Accounts Receivable write off/discharge requests.

- 20%** Act as a lead in ongoing Accounts Receivable daily production operations. Ensure Accounts Receivables are maintained and collected in the manner as required pursuant to the State Administration Manual and Government Code. Actively participate in system control processes.

- 20%** Integrate current Accounts Receivable database system (Serialized Invoice Register System (SIRS) with the CalStars Accounting System and Fi\$cal in accordance with the Uniform Coding Manual, Legislation, State Administration Manual, and Federal regulations. Review and assess current and proposed Accounts Receivable policies and procedures. Lead in implementation and development of new business processes, as well as documentation new cross functional accounting procedures related to Fi\$cal.

- 20%** Perform various periodic reconciliations of receivable operations which includes the various loan programs. 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 a subject matter expert to resolve discrepancies.

MARGINAL FUNCTIONS

- 5% Independently analyzes and reviews the bi-weekly Outstanding Accounts Receivable Report. Prepares periodic ad hoc receipt analysis reports that support other functions in the organization, such as trend analysis for revenue forecasting, management, budgets, and data to respond to questions from control agencies and auditors.

- 5% Analyze and prepare accounts receivable accruals for the Fiscal Year End Financial Statements. Prepare 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. Assist in maintain Accounting's Compass website.

- 5% Assist on other special projects (i.e. year-end activities) as required.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
<i>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</i>	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)

IDENTIFICATION OF PHYSICAL, COMMUNICATION, & ENVIRONMENTAL DEMANDS

- VISION** – You must have sufficient vision to perform the following duties: read and write.
- HEARING** – Your hearing must be sufficiently acute to perform following duties: answer the telephone, listen to supervisor’s instructions, interact with internal and external parties, and actively participate in meetings.
- SPEECH** – You must have sufficient ability to speak to perform following duties: verbally communicate with internal and external parties.
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: (a-k) work at desk using computer, telephone, calculator, stapler, and desk lamp; (a-n); (a-j) operate office equipment.
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: write with a pen and pencil, use a computer, turn pages of a document, file material, and operate various office equipment.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: file material, occasionally pick up paper and load copy machine, and retrieve items from supply cabinet.
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: use computer, review and prepare written material, and attend and participate in meetings.
- LIFTING** – You must be able to lift up to __ pounds to perform the following duties:
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review written material and make corrections as necessary, be alert in verbal communication, listen to and follow instructions, and actively participate in meetings.
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: move around in the workplace while performing daily duties and responsibilities, and safely operate office equipment.
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: actively participate in meetings and move around in the workplace while performing daily duties and responsibilities.
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the health and safety of others:
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive to perform the following duties.
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date