



DUTY STATEMENT

Classification: Senior Accounting Officer (Limited Term: 12 Months)		Position Number: 161-4567-920
Division/Office/Section: AFITS / Fiscal Services / General Ledger Unit		
Location: Sacramento	Effective Date: 07-01-2015	
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 (General Ledger Unit) the Senior Accounting Officer will provide the more difficult and complex professional accounting duties in the following areas:

ESSENTIAL FUNCTIONS

- 45%** Maintain and analyze General Ledger balances for the more complex funds, including the clearing account, continuous appropriations and Special deposit funds in CalStars. Prepare the more complex monthly fund reconciliations, including monthly SCO appropriation reconciliations, daily Calstars reconciliation's, internal reconciliations and cash management reports in accordance with SAM and Calstars procedures. Review Calstars reports and monitor distributed administration. Interpret accounting data and advise management, make recommendations when necessary. Review, analyze and post SCO journal entries to appropriate general ledger accounts using Calstars.
- 20%** Coordinate various reconciliations between CalStars and Fi\$Cal including the more complex funds to ensure all transactions which are created in Fi\$Cal are converted properly and processed in CalStars at a higher detailed level. Work with Fi\$Cal Senior Accounting staff in the areas relating to the year-end processes as it relates to CalStars in coordination with Fi\$Cal.
- 10%** Run labor and cost allocation/fund split monthly and make necessary changes in Calstars. Perform CalStars table maintenance. Post and adjust allocations. Review and correct daily error file in CalStars. Coordinates with Fi\$Cal Senior Accounting staff to ensure CalStars labor reconciles with Fi\$Cal's labor and cost allocation processes.
- 10%** Prepares Plan of Financial Adjustment for submittal to SCO. Coordinates with Fi\$Cal Senior Accounting staff to ensure CalStars PFA reports reconcile with Fi\$Cal PFA reports.

MARGINAL FUNCTIONS

- 5%** Review, convert and upload Accounts Payable, Accounts Receivable, and Daily Cash Receipt transactions from Fi\$Cal into CalStars.
- 5%** Post and maintain payroll accounts receivables in CalStars. Review, maintain and reconcile daily cash balances between Fi\$Cal and CalStars.
- 5%** Perform various reconciliations related to the document and subsidiary files in CalStars.