

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE August 2016	H.R. APPROVAL JP
PC # 1012		POSITION NUMBER (Agency - Unit - Class - Serial) 175-406-4567-002	
BUREAU SECTION Administrative Services Bureau, Fiscal Services Section		Senior Accounting Officer (Specialist)	
WORKING DAYS AND WORKING HOURS Monday through Friday approx. 8:00 a.m. to 5:00 p.m.		INCUMBENT TBD	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Administrative Services Bureau, Fiscal Services Section, Accounting Office, provides timely and customer service based fiscal and accounting services, policy and procedural advice, and other fiscal support needed for the California State Library (CSL). Under the direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) has the primary responsibility to perform fiscal functions required for effective management of the CSL's accounting activities. The incumbent performs professional accounting duties in the establishment and maintenance of accounts and financial records for CSL.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
40%	<p>ESSENTIAL FUNCTIONS:</p> <p>General Ledger: Record financial activity related to California State Library (CSL) funds, including General Fund, Federal Fund, Special Deposit Fund, and Special Fund. This includes but is not limited to posting journal entries, cash receipts, remittance advices, State Controller's receipts, direct transfers, and drawdown Federal Grant money.</p> <p>Complete monthly reconciliations of all CSL funds. Reconcile and complete monthly plan of financial adjustment (PFA) letters to State Controller's Office (SCO) and posting in Financial Information System for California (FI\$CAL) system. Ensure adjustments are made timely for Federal Fund. This entails working with the information and developing an overall understanding of the procedures for preparing and sending the report on-line to the federal Institute of Museum and Library Science (IMLS). Monitor the cash and appropriation balances and communicate possible issues to Accounting Administrator I (Supervisor). Evaluate and maintain internal controls to ensure data integrity. Analyze and maintain accounting controls required by the SCO, Department of General Services (DGS), Department of Finance (DOF), and Bureau of State Audits (BSA).</p> <p>Prepare annual year-end financial statements as required by the State Administrative Manual (SAM) and Control Agencies. Prepare annual GAAP (Generally Accepted Accounting Procedures) adjustments as required by the Control Agencies. Work with Budget Office to prepare Fund Reconciliation documents for DOF. Act as a liaison with Control Agencies and program staff. Respond to questions from Control Agencies, which include DOF, SCO, State Treasurer's Office (STO), and the BSA, and from accounting, budget, and program staff. Provide direction and assistance in the analysis and research of the General Fund and Special Fund appropriations to resolve technical accounting and reporting issues.</p>		
20%	<p>Accounts Receivable/Billing: Responsible for the control and accountability of all billed revenues, reimbursements, and other types of receivables due to CSL. Responsible for Federal reimbursements, Federal Drawdowns, and reconciling Federal Fund balance with SCO and with IMLS. Prepare the quarterly federal financial reports. Records Payroll Accounts Receivable from SCO Notice of Payroll into FI\$Cal. Prepare monthly reconciliation of accounts receivables for lost book invoices, CSL contracts for services, and revenues collected.</p>		

JOB DESCRIPTION (6/08)

15%	<p>Labor Distribution: Responsible for running the Labor Distribution process by validating payroll transactions within FI\$Cal, verifying payroll amounts, and modifying Labor Configurations monthly. Correct errors to Labor Distribution Validation, payroll table, combo edits, and budget check. Reconcile payroll transactions with SCO. Analyze problems relating to new FI\$Cal procedures to implement changes. Communicate with FI\$Cal Services Center for labor corrections performed by FI\$Cal.</p>
10%	<p>Bank Reconciliation: Reconcile bank statements for various accounts (e.g., trust, revolving fund) to ensure accuracy and completeness of financial reporting in accordance with the SAM and DOF. Ensure that revenues are deposited to the correct bank account, and make corrections as needed. Perform duties that include conducting daily reconciliations of payments, working with staff to resolve discrepancies, downloading and analyzing daily and monthly bank reports, and resolving complex errors and discrepancies within FI\$Cal. Perform cash reconciliation of federal trust fund by grant awards received.</p>
5%	<p>Projects: Responsible for special projects as required, including preparation of workload and other reports for management.</p>
10%	<p>MARGINAL FUNCTIONS:</p> <p>Research and apply SAM, DGS, California Department of Human Resources (CalHR) and other rules and regulations in archiving accounting records. Maintain on-going contact with Library staff, Bank of America, the SCO, and STO. Backup/assist the Senior Accounting Officer on special projects, accounts payable, and accounts receivable activities. Develop, update, and maintain written procedures for the General Ledger, FI\$CAL system, and year-end financial statements to ensure adequate internal controls and proper accounting functions.</p> <p><u>SUPERVISION RECEIVED</u> The Senior Accounting Officer (Specialist) works under the general supervision of the Accounting Administrator I (Supervisor).</p> <p><u>SUPERVISION EXERCISED</u> No supervisory responsibilities but may serve as a lead for lower level accounting personnel.</p> <p><u>ADMINISTRATIVE RESPONSIBILITY</u> Responsible for the accurate and timely processing of fund reconciliations and other documents to the SCO and STO on behalf of the CSL, which involves more than six (6) funds.</p> <p><u>PERSONAL CONTACTS</u> This position has contact with the SCO, STO, and DOF on an almost daily basis and may also contact other control agencies as directed. This position will have internal contact with the Administrative Services Bureau staff in the Budget Office, Business Services Office, Local Assistance, Compliance, and Accounting Office and with other CSL program management and staff.</p> <p><u>FUNCTIONAL REQUIREMENTS</u> The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential when working in the office setting.</p>

OTHER INFORMATION

- Must have a comprehensive knowledge of the California State Accounting and Reporting system (CALSTARS) or other accounting system (e.g., PeopleSoft) and the SAM.
- Must have knowledge and a general understanding of the state's Uniform Codes Manual (UCM) and the financial organization and policies, rules, and regulations of the state of California, STO, DOF, and other control agencies as they relate to state agency financial management activities.
- Must have the ability to interpret federal guidelines on cost accounting principles and procedures and SAM guidelines related to full cost recovery of state expenditures.
- Must have a strong fiscal education and background.
- Must possess strong analytical, verbal, and written communication skills.
- Must have knowledge of the state's accounting process.
- Must have knowledge of the Year-End process and GAAP requirements and reporting requirements.
- Must have the ability to multi-task.
- Must be proficient with software applications, especially Microsoft Excel and Word.
- Must have the ability to analyze data and draw sound conclusions and adopt an effective course of action.
- Must have the ability to work independently and meet work timelines.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE
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