

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE January 20, 2017	H.R. APPROVAL EC
PC # 5000	POSITION NUMBER (Agency - Unit - Class - Serial) 175-406-4546-001		
BUREAU SECTION Administrative Services Bureau, Fiscal Services Section	Accounting Officer (Specialist)		
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	INCUMBENT VACANT		
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			
Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) is required to perform fiscal functions necessary for the effective operation of the California State Library's Accounting Office. The incumbent performs professional accounting duties of average difficulty in the establishment and maintenance of financial records for the Library in the functions of Accounts Payable and Accounts Receivable.			
% 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.		
50%	<p><b>ESSENTIAL FUNCTIONS:</b></p> <p><b>Technical and Analytical Functions</b></p> <p><b>Accounts Payable:</b>            Working closely with the Senior Accounting Officer (Specialist) act as a liaison between Accounting staff, Library program staff, and vendors. Audit invoices for accuracy; obtain approvals for payment, such as checks for goods receipts; and input the invoice data into the Financial Information System for California (FI\$Cal). Communicate with vendors to obtain the Vendor Payment Data Records Forms (STD 204's) for solving vendor problems and setting up new vendors in FI\$Cal. Audit, research, and process the more difficult invoices and transactions common to the accounts payable processes. Navigate through the multitude of payment record and encumbrance queries to review and ensure expenditures are posted to the encumbrances as needed for accuracy of accounting records. Input and update invoice payment information in the Invoice Tracking Worksheet and answer invoice tracking emails from Library staff and Accounting Administrator I (Supervisor). Research and resolve complex payment and reporting problems. Analyze vendor accounts to ensure they were paid in accordance with State Administrative Manual (SAM). Prepare monthly management report. Set up correspondence to vendors and/or Library staff on disputed matters.</p> <p>Perform various monthly and quarterly accounts payable reconciliations to ensure that all items are posted accurately in the FI\$Cal reports. Research and clear daily transaction error reports. Review and make adjustments to encumbrance reports to ensure that the Library's obligations are neither understated, nor overstated, ensuring that accuracy is reflected on the reports.</p> <p>Assist the Accounting Administrator I (Supervisor) with the year-end accrual process and completing the financial statements in FI\$Cal.</p>		
25%	<p><b>Process Accounts Receivable:</b>            Establish and maintain accounts and financial records for the Department's bank statement. Reconcile monthly the cash receipts and disbursements for preparation of the bank reconciliation. Review and analyze discrepancies between the State Treasurer's Office (STO) and the California State Library (CSL) records for deposits, deposits in transit, cashed checks, and outstanding checks. Reconcile the General Cash and Revolving Fund Cash within the bank reconciliation process. Reconcile the cumulative bank statement between CSL records and the STO records using FI\$Cal and spreadsheets. Input into a database and various spreadsheets source document information for cash receipts and disbursements by batching and balancing actual document totals to system totals. Prepare correction letters to STO.</p>		

**JOB DESCRIPTION** (6/08)**Process Accounts Receivable (continued):**

Make deposits of all remittances, including checks, money orders, and SCO warrants, to Department's checking account. Input deposit receipts into FI\$Cal following FI\$Cal instructions, SAM, and other written procedures.

Review FI\$Cal reports for un-cleared collection, and research and clear all balances in the un-cleared collection account. Prepare cash remittance(s) to the STO in a timely manner to accurately report cash receipts by type, fiscal period, and appropriation, in accordance with the SAM. Coordinate research on, and ensure resolution of, discrepancies between FI\$Cal reports and source documents. Assist with the Year-End Statement preparation. Analyze, research, and process outstanding Accounts Receivables.

Perform reconciliation of general cash and remittance, utilizing FI\$Cal reports, SCO records, spreadsheets, and ten-key calculator, in accordance with the SAM and California State Accounting and Reporting System (CALSTARS) Procedures Manual. Perform audit (e.g., accounts receivable, cash funds, and replenishment of revolving fund) for the Authority to ensure compliance is maintained in accordance with the SAM.

Receive reports twice a month from SCO identifying stale dated warrants. Update Escheat worksheet based on new warrants that are identified. Prepare process to refund escheat funds in FI\$Cal.

**Process Travel:**

15%

Audit, review, and approve California Automated Travel Expense Reimbursement System (CalATERS) travel expense claims. Research outstanding travel and expense advances and Revolving Fund shortages. Assist the Senior Accounting Officer (Specialist) in researching the more complex travel issues facing the Department. Review Concur exception reports and determine any corrective action needed. Review iBank reports regarding airline, rental car and hotel use charges, and take appropriate action. Track airline credits in Concur to ensure credits are used prior to their expiration date. Coordinate with the Statewide Travel Program staff at the Department of General Services (DGS) to resolve any Concur and CalTravelStore issues. Provide training to unit and Departmental staff on the CalATERS and Concur systems. Coordinate with State Controller's Office (SCO) to resolve any CalATERS operational issues. Assist in the management of the American Express Government Card program for the Department. Process revolving fund travel and expense requests. Address issues and inquiries related to revolving fund requests and balances. Verify outstanding travel advance balance for Exit Clearance process. Assist with collection process in recouping travel advance balance due from employees. Liquidate travel advances when travel expense claims are received and follow up on delinquencies. Assist in maintaining various internal accounting and travel related logs.

**MARGINAL FUNCTIONS:**

10%

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, SCO, and STO. Backup/assist Senior Accounting Officer on special projects, reconciliations, and Account Receivable activities. Develop, update, and maintain written procedures for Accounts Payable, Travel, and Accounts Receivable to ensure adequate internal control and proper accounting functions.

**SUPERVISION RECEIVED**

The Accounting Officer (Specialist) works under the general supervision of the Accounting Administrator I (Supervisor).

**Supervision Exercised**

No supervisory responsibilities but may serve as a lead for lower level accounting personnel.

**Administrative Responsibility**

Responsible for the accurate and timely processing of invoices and other documents to the SCO and STO on behalf of the California State Library, which involves more than six (6) funds.

Personal Contacts

This position has contact with the SCO and STO 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.

Functional Requirements

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.

**OTHER INFORMATION-**

- Ability to interpret federal guidelines on cost accounting principles and procedures and SAM guidelines related to full cost recovery of state expenditures.
- Possess strong analytical, verbal, and written communication skills.
- Knowledge of the State accounting process
- Knowledge of the Year-End process and GAAP requirements and reporting requirements.
- Ability to multi-task
- Proficient with software applications, including Microsoft Excel and Word.
- Ability to analyze data and draw sound conclusions and adopt an effective course of action.

*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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