

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE	H.R. APPROVAL
PC # 4030		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 8:00 a.m. to 5:00 p.m.		INCUMBENT	
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 <p>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) is responsible for performing fiscal functions required for effective management of the CSL's accounting activities. The incumbent performs professional accounting duties in the establishment and maintenance of General Ledger, the Financial Information System for California (FI\$CAL), and financial records for CSL.</p>			
% 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.		
45%	<p><b>ESSENTIAL FUNCTIONS:</b></p> <p><b>Technical and Analytical Functions</b></p> <p><b>General Ledger:</b>  Record financial activity related to California State Library (CSL) funds, including the General Fund, Federal Fund, Special Deposit Fund, and Special Fund. This includes posting journal entries, cash receipts, remittance advice, 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 post in the FI\$CAL system. Prepare the quarterly federal financial reports. Ensure adjustments for federal funds are made in a timely manner, which 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 Services (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 the Bureau of State Audits (BSA).</p> <p>Prepare annual year-end financial statements as required by the State Administrative Manual (SAM) and control agencies, which include DGS, SCO, State Treasurer's Office (STO), and the BSA. Prepare annual GAAP (Generally Accepted Accounting Procedures) adjustments as required by the control agencies. Work with Budget Office to prepare Fund Reconciliation documents for the DOF. Act as a liaison with control agencies and program staff. Respond to questions from control agencies and accounting, budget, and program staff. Provide direction and assistance in the analysis and research of the General Fund, Special Fund, and Federal Fund appropriations to resolve technical accounting and reporting issues.</p>		

**JOB DESCRIPTION** (6/08)

Perform fund reconciliation between agency and State Controllers accounting systems, utilizing FI\$Cal reports, SCO records, spreadsheets, and ten-key calculator, in accordance with the SAM and California State Accounting and Reporting System Procedures Manual. Order monthly reports from SCO and FI\$CAL system. Update federal grant worksheet based on the drawdown money and federal grant claims.

20%

**FI\$Cal:**

Perform a leading role in the implementation of FI\$CAL for the Accounting Office by seeking input and coordination from management and staff, which includes conversion from the California State Accounting and Reporting System (CALSTARS). Tasks include reviewing and commenting on FI\$CAL surveys or documentation; attending meetings and training classes; testing FI\$CAL functionality; coordinating data conversion; providing training to accounting and other departmental staff; coordinating and troubleshooting during implementation of FI\$CAL for various modules including accounts payable, billing, accounts receivable, general ledger, project costing, and asset management; composing and updating FI\$CAL procedures for CSL processes and FI\$CAL functionality; and assisting with the maintenance of data and functionality in the FI\$CAL system. Analyze problems relating to the new procedures to implement the changes.

15%

**Bank Reconciliation:**

Reconcile bank statements for various accounts (e.g., trust, general checking, revolving funds) to ensure accuracy and completeness of financial reporting in accordance with the SAM and the DOF. Ensure that revenues are deposited to the correct bank account and make corrections as needed. Conduct daily reconciliations of payments, working with staff to resolve discrepancies, downloading and analyzing daily and monthly bank reports, and resolving complex errors and discrepancies. Perform cash reconciliation of federal trust fund by grant awards received.

5%

**Reimbursements:**

Responsible for the control and accountability of all billed revenues, reimbursements, and other types of receivables that are due to CSL. Maintain the Accounting Office's change fund and the reconciliation of change fund boxes assigned to other programs and confirm all policies and procedures are followed. Responsible for the monitoring and reconciling of the petty cash fund. Prepare monthly reconciliation of accounts receivables for lost book invoices, CSL contracts for services, and revenues collected from patrons' use of CSL equipment.

5%

**Projects:**

Responsible for special projects as required, including preparation of workload and other reports for management.

**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, 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.

**JOB DESCRIPTION** (6/08)**SUPERVISION RECEIVED**

The Senior 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 fund reconciliations and other documents to the SCO and STO on behalf of the CSL, which involves more than six (6) funds.

**PERSONAL CONTACTS**

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.

**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**

- 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.

**JOB DESCRIPTION** (6/08)

*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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