

EDITED TASK LISTING

CLASSIFICATION: ACCOUNTING OFFICER (SUPERVISOR)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Assist staff in researching/resolving difficult accounting problems by facilitating the process (i.e., providing direction/resources or clarification of policies and procedures) utilizing various tools, aids, equipment, and/or processes, as needed.
2.	Perform audits (e.g., claim schedules, cash funds and use of office revolving funds) for the Department to ensure compliance with State Administrative Manual (SAM), utilizing audit checklist, rules and regulations and desk procedures in accordance with Department policy.
3.	Review Accounts Receivable Aging report for the Department pending invoices utilizing System Analysis and Program Development (SAP)/CALSTARS reports and source documents in accordance with SAM, Department of Personnel Administration (DPA), Memorandum of Understandings (MOUs), and SAP/CALSTARS.
4.	Verify sales/use/fuel taxes for the Department to report information to the Board of Equalization (BOE) utilizing various resources (e.g., source documents, tax returns, SAP/CALSTARS reports, manuals, and spreadsheets) in accordance with SAM and BOE guidelines.
5.	Prepare Discharge of Accountability for the Department to request removal of an uncollectible debt through the Department of Finance (DOF) utilizing source documents, SAP/CALSTARS reports, collection letters and/or collection processes in accordance with SAM and DOF guidelines.
6.	Review discharge of accountability for the Department to request removal of an uncollectible debt through the DOF utilizing source documents, CALSTARS reports, collection letters and/or collection processes in accordance with SAM and DOF guidelines.
7.	Review claims for reimbursement for the Department to the SCO to replenish the shortage in the Revolving fund utilizing source documents in accordance with SAM and DOF guidelines.
8.	Approve claims for reimbursement for the Department to the SCO to replenish the shortage in the Revolving fund utilizing source documents in accordance with SAM and DOF guidelines.

Tasks highlighted in bold text are not currently on the SPB classification specification

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9.	Prepare monthly Late Payment Penalty Report to provide detailed information to Sacramento Accounting Office (SAO) of late payment occurrences to vendors utilizing source documents, SAP/CALSTARS reports in accordance with Financial Information Memo (FIM).
10.	Prepare monthly Statistical Report to provide detailed work activity information and discounts lost/earned to SAO utilizing source documents, SAP/CALSTARS reports in accordance with FIM.
11.	Prepare Quarterly Aged Accounts Receivable report to SAO to provide information of total outstanding amount(s) owed to the state utilizing source documents and SAP/CALSTARS reports in accordance with FIM.
12.	Approve claim schedules certifying accuracy and validity of expenditures for vendors, employees, and inmates to be submitted to SCO for issuance of payment utilizing source documents, rules and regulations, SAP/CALSTARS in accordance with DOM, SAM, and SCO.
13.	Review lower level staff in correcting the error file (CALSTARS edit transactions) to appropriately and accurately post accounting transactions utilizing CALSTARS, manuals, source documents in accordance with Uniformed Codes Manual (UCM) and CALSTARS.
14.	Assist lower level staff in correcting the error file (CALSTARS edit transactions) to appropriately and accurately post accounting transactions utilizing CALSTARS, manuals, source documents in accordance with UCM and CALSTARS.
15.	Review Office Revolving Fund Aging report (i.e., travel, salary, and expense advances, etc.) for the Department utilizing SAP/CALSTARS reports and source documents in accordance with SAM, DPA, MOUs, and SAP/CALSTARS.
16.	Review Accounts Payable for the Department to identify abnormal balances and potential adjustments to be made utilizing SAP/CALSTARS reports and source documents in accordance with SAM and CALSTARS manual.
17.	Review encumbrances (e.g., purchase orders, contracts, service and expense orders) for the Department to identify validity and aging utilizing SAP/CALSTARS reports and source documents in accordance with SAM and CALSTARS manual.

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18.	Monitor encumbrances (e.g., purchase orders, contracts, service and expense orders) for the Department to identify validity and aging utilizing SAP/CALSTARS reports and source documents in accordance with SAM and CALSTARS manual.
19.	Review reportable payments to such entities as vendors, and employees made by the Department for the purpose of providing tax information accessed by Franchise Tax Board (FTB) and Internal Revenue Service (IRS) utilizing SAP/CALSTARS and source documents in accordance with DOF, CALSTARS Manual, SAM, FTB/IRS codes, and FIM.
20.	Monitor reportable payments to such entities as vendors, and employees made by the Department for the purpose of providing tax information accessed by Franchise Tax Board (FTB) and Internal Revenue Service (IRS) utilizing SAP/CALSTARS and source documents in accordance with DOF, CALSTARS Manual, SAM, FTB/IRS codes, and FIM.
21.	Communicate in a professional and effective manner with others (e.g., management, vendors, control agencies, institution/program staff) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
22.	Prepare drafts for management's signature to address various accounting issues utilizing various resources, tools, etc. as needed and/or upon request.
23.	Prepare policies and procedures to address various accounting processes for the Department utilizing various resources, and tools as needed and/or upon request.
24.	Present policies and procedures to address various accounting processes for the Department utilizing various resources, and tools as needed and/or upon request.
25.	Deliver effective oral presentations to management, customers, and technical staff utilizing various tools, equipment, and aids, as appropriate.
26.	Plan the work of others in the assignment of their duties to optimize the use of resources and ensure quantity/quality of work performed utilizing basic supervision skills as needed.
27.	Monitor the work of others in the assignment of their duties to optimize the use of resources and ensure quantity/quality of work performed utilizing basic supervision skills as needed.

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28.	Evaluate employee's performance (Individual Development Plans [IDP]/Probationary Reports) to ensure performance objective standards are met by monitoring work assignments and behaviors as required by State Personnel Board (SPB) and Departmental Operations Manual (DOM).
29.	Administer and document Progressive Discipline, within area of supervision, in accordance with Departmental policy to encourage and promote appropriate behavior utilizing basic supervisory skills, as necessary.
30.	Ensure staff and working environment are in compliance with Health and Safety regulations to produce a safe workplace utilizing a safety checklist and an emergency handbook in accordance with the State Compensation Insurance Fund (SCIF), Occupational Safety and Hazard Administration (OSHA), SAM, and DOM.
31.	Ensure adequate separation of duties for staff within the accounting operation to ensure internal controls exist utilizing a separation of duties matrix in accordance with Government Codes, Generally Accepted Accounting Principles (GAAP), SAM, and FIM.
32.	Carrie out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies.
33.	Develop duty statements to provide and/or update information related to job duties and expectations utilizing various resources (e.g., class specification, departmental directives, SPB guidelines), as needed.
34.	Revise duty statements to provide and/or update information related to job duties and expectations utilizing various resources (e.g. class specification, departmental directives, SPB guidelines), as needed.
35.	Establish desk procedures to provide information and direction to staff to ensure standardization, compliance, accuracy, and efficiency utilizing various resources (e.g., departmental directives, laws, regulations, legislation, and examples of work documents.), as needed.

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36.	Update desk procedures to provide information and direction to staff to ensure standardization, compliance, accuracy, and efficiency utilizing various resources (e.g., departmental directives, laws, regulations, legislation, and examples of work documents), as needed.
37.	Identify and make recommendations to management regarding staffing needs in order to meet operational demands utilizing workload statistics, timesheet/overtime reports, etc., as needed.
38.	Prepare hiring package (i.e., Request for Personnel Action, job advertisement, duty statement, organizational chart, etc.) for management approval to initiate the hiring process utilizing unit roster, vacancy reports, etc., as needed.
39.	Perform interviews for vacant positions within the Accounting Office (i.e., process employment inquiries, screen applications, develop interview questions, schedule/conduct interviews, and complete reference checks) in order to secure the most qualified and desirable candidates utilizing SPB and DPA guidelines in accordance with EEO, DOM and SPB.
40.	Hire staff for vacant positions within the Accounting Office in order to secure the most qualified and desirable candidates utilizing SPB and DPA guidelines in accordance with EEO, DOM and SPB.
41.	Identify training needs of subordinate staff to ensure successful completion of evaluation period while maintaining a productive workflow utilizing daily feedback from peer audits, staff meetings, and probationary reports, as needed.
42.	Develop a training plan for staff and schedule as deemed necessary to ensure compliance with mandated training utilizing MOUs, departmental policy, etc., as required.
43.	Develop training material for staff using GAAP, SAM, SAP, etc. relating to various accounting functions, as needed and/or requested by management.
44.	Provide on-the-job training for staff to increase and broaden their knowledge, experience, and skills utilizing and recommending special assignments and afford employees the opportunity to attend in-service/out-service training, etc., pursuant to Departmental policy and procedures.

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45.	Motivate staff to encourage a positive work environment utilizing various resources (e.g. interpersonal skills, personnel management techniques and knowledge) on a daily basis.
46.	Appropriately handle stressful situations in the work place in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills and personnel management techniques, as needed.
47.	Conduct meetings with departmental staff and outside entities to provide information relevant to accounting policies and procedures using supportive data (e.g., expertise, source documents, departmental directives, research data), as needed and/or requested by management.