

EDITED TASK LISTING

CLASSIFICATION: SENIOR ACCOUNT CLERK

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

Task Statements	
1.	Performs accounting work in the maintenance of fiscal records using established guidelines (e.g., Government Code [GC], State Administrative Manual [SAM], Departmental Operations Manual [DOM], etc.), on a daily basis.
2.	Ensures that payroll warrants and personnel release documents correspond prior to disbursement in accordance with established guidelines (e.g., Government Code [GC], State Administrative Manual [SAM], Departmental Operations Manual [DOM], etc.), as needed.
3.	Prepares purchase requisitions for the purpose of acquiring goods and services using appropriate forms and automated accounting systems in accordance with established guidelines, as required.
4.	Prepares input documents by coding accounting transactions for input into an automated accounting system, utilizing fiscal software (e.g., Systems Application in Data Processing [SAP] CALSTARS, Offender Based Information System [OBIS], Inmate Trust Users Manual, Inmate Trust Accounting System [ITAS], Trust Restitution Accounting Canteen System [TRACS], etc.) in accordance with procedural manuals, on a daily basis.
5.	Schedules disbursements of accounts payable to various vendors in order to pay for goods and services provided utilizing automated accounting systems as established by the rules and regulations (e.g., State Controllers Office [SCO], Department of Finance, State Administrative Manual [SAM], etc.), on a daily basis.
6.	Files various source documents (e.g., documents, bills, vouchers and other papers, etc.) in order to maintain various record systems utilizing manuals and/or automated systems, in accordance with Government Code (GC), State Administrative Manual (SAM), Departmental Operations Manual (DOM), Trust Users Manual, etc. on a daily basis.
7.	Maintains manual general ledgers in order to reconcile with automated systems mandated by Generally Accepted Accounting Principles (GAAP) utilizing Government Code (GC), State Administrative Manual (SAM), Departmental Operations Manual (DOM), Trust Users Manual, etc. on a daily basis.
8.	Assists and acts as a lead to other staff (Office Assistant, Account Clerks and newly hired Senior Account Clerks), in order to provide guidance and direction on accounting procedures and processes utilizing desk/departmental procedures, automated systems, etc. as directed by the supervisor.
9.	Reviews and audits travel advance request for accuracy and completeness in compliance with Department of Personnel Administration (DPA), in order to issue Office Revolving Fund (ORF) check utilizing rules and regulations governed by Department of Personnel Administration (DPA), State Administrative Manual (SAM), etc. on a daily basis.
10.	Reviews and audits travel claims for accuracy and completeness in compliance with Department of Personnel Administration (DPA) in order to reimburse employee services utilizing collective bargaining unit contracts and memorandums of understanding (MOUs), rules and regulations governed by Department of Personnel Administration (DPA), State Administrative Manual (SAM), Government Code (GC), etc. on a daily basis.
11.	Processes travel claims for in-state and out of state travel, training and tuitions, professional licensing, etc. in order to reimburse employees for conducting state business utilizing completed documentation, CALATERS, CALSTARS, rules and regulations mandated by Department of Personnel Administration (DPA) and Government Code (GC), on a daily basis.

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

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12.	Processes inmate/employee property loss claims in order to compensate inmates/employees for financial loss of personal property utilizing Inmate Trust Users Manual, Victims Compensation Government Claims Board (VCGCB) claim procedures, inmate appeal process (e.g. CDCR Form 22, CDCR 602), supporting documents, etc. as needed.
13.	Prepares daily inmate trust and parole release gate funds in order to close out inmate trust accounts and meet legal requirements utilizing Inmate Trust Users Manual, inmate trust fund accounts, revolving fund parolee release cash box, etc. as needed.
14.	Reviews and audits inmate payroll timesheets in order to prepare for posting to individual trust accounts utilizing Inmate Trust Users Manual, Departmental Operations Manual (DOM), California Codes of Regulations (CCR) Title 15, operational procedures, penal code, etc. on a monthly basis.
15.	Reviews incoming mail to identify correct destination, date stamp, log, etc. utilizing internal control procedures, on a daily basis
16.	Assists professional accounting staff in compiling information and providing fiscal transactions to ensure the accuracy in preparing financial statements by utilizing personal skills, knowledge and automated systems, etc., as directed.
17.	Supervises inmate clerks or youthful offenders to monitor the assigned tasks and maintain accurate attendance records per the Departmental Operations Manual (DOM), California Codes of Regulations (CCR) Title 15, operational procedures, penal codes, etc., on a daily basis
18.	Prepares correspondence letters for internal and external customers in order to clear accounts and discrepancy notifications utilizing written regulations, reference manuals, procedures, and written and verbal instruction as needed.
19.	Maintains and updates desk procedures for training and reference materials in order to ensure staff has accurate instructions to follow utilizing computer applications, memos, departmental policy and procedures, as needed.
20.	Accesses and interprets payment data to assist in questions, research, and accuracy of accounting records presented by internal and external customers, utilizing rules and regulations and desk procedures on a daily basis.
21.	Recommends improvements in policies and procedures to ensure manuals and other reference materials are current with departmental policies utilizing departmental directives, laws, rules, samples of work documents, on an as needed basis.
22.	Maintains inventory of office supplies to ensure stock does not run low utilizing direct observation, written documentation, and communication skills on an on going basis.
23.	Assists in developing curriculum for training to ensure current materials are being used, and consistency across the board in educating employees, using written regulations, references manuals, State Administrative Manual (SAM), DPA titles, Uniform Codes Manual (UCM), Department of General Services (DGS) and departmental procedures as needed.
24.	Maintains master payroll distribution to employees and safe guard payroll utilizing departmental personnel policies as directed by State Controllers Office (SCO) and the State Administrative Manual (SAM).

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25.	Assists in processing requests from the department's field offices for internal and external customers to provide customer service utilizing the automated systems and source documents.
26.	Receives, screen and direct incoming calls and correspondence for customer service to ensure customers satisfaction utilizing departmental policies and procedures, on a daily basis.
27.	Prepares deposits to record receipts for monies received to create an audit trail using accounting systems and State Administrative Manual (SAM) in accordance with policies and procedures, on a daily basis.
28.	Monitors the receipts of services, equipment and supplies for quantity, quality and adherence to contracts and specifications to ensure that contracts, and purchase service agreements are valid and payments are accurate, using paper documents, accounting systems, and departmental policies and procedures, on a daily basis.
29.	Prepares payment documents for vendors, employers, and employees to process checks, and claim schedules with the use of computer programs, procedure manuals and verbal instructions, on a daily basis.
30.	Posts payments to contract disbursement ledgers for department records and audit trails, to reconcile and track missing or duplicate payments, with the use of computer programs and accounting systems, following procedure manuals and verbal instructions, on a daily basis.

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