

EDITED TASK LISTING

CLASSIFICATION: Senior Accounting Officer (Specialist)

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

| Task Statements | |
|------------------------|--|
| 1. | Analyze proposals to make recommendations to change accounting procedures using established resources (e.g, State Administrative Manual [SAM], Systems Application Processing [SAP], Trust Restitution Accounting Canteen Systems [TRACS], etc.), with minimal supervision as requested by management. |
| 2. | Develop a plan to coordinate implementation of new accounting programs/functions for management and staff pursuant to state accounting policies and procedures using established resources (e.g., SAM, SAP, Financial Information Memos [FIM], TRACS, Title 15 etc.) with minimal direction as required. |
| 3. | Coordinate implementation of new accounting programs/functions for management and staff pursuant to state accounting policies and procedures using established resources (e.g., SAM, SAP, TRACS, FIM, etc.) with minimal direction as required. |
| 4. | Prepare Cash Analysis and Cash Reconciliation reports to evaluate and monitor cash flows for submission to management utilizing reports (e.g, SAP, TRACS), State Controller's Office (SCO) records, spreadsheets and ten-key calculator, in accordance with policies and procedures, as required. |
| 5. | Establish year-end task list, utilizing SAP guidelines, TRACS guidelines and Management Memos, etc. for use by institutions, accounting and division staff, to facilitate timely submission of accurate year-end information with minimal direction, as requested. |
| 6. | Coordinate year-end task list, utilizing SAP guidelines, TRACS guidelines and Management Memos, etc. for use by institutions, accounting and division staff, to facilitate timely submission of accurate year-end information with minimal direction, as requested. |
| 7. | Prepare year-end financial statements for various funds to meet mandated reporting requirements set by SAM and Department of Finance (DOF) utilizing SAP and TRACS reports, and SCO Agency Reports for timely submission to SCO and management with minimal direction, as required. |
| 8. | Perform monthly bank reconciliations to ensure the account records are in agreement with the State Treasurer's Office (STO) utilizing bank statements, cancelled checks, deposits, journal entries, ten-key calculator, SAP reports, TRACS reports and spreadsheets in accordance with SAM, as required. |
| 9. | Perform monthly SCO reconciliation (e.g, compare entries and account balances, identify and coordinate corrections of reconciling items in a timely manner) to ensure the account records are in agreement with SCO, utilizing SCO Agency Report, ten-key calculator, SAP reports, TRACS reports and spreadsheets in accordance with SAM, as required. |
| 10. | Perform monthly Fixed Assets reconciliation (e.g, land, building, major equipment, etc.) for institutions and divisions to ensure the account records are in agreement with general ledger balances, property control system listing, Department of General Services (DGS) Real Property balances, utilizing SAP reports, ten-key calculator and spreadsheets in accordance with Generally Accepted Accounting Principles (GAAP), FIM and SAM, as necessary. |

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

EDITED TASK LISTING

CLASSIFICATION: Senior Accounting Officer (Specialist)

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

| Task Statements | |
|-----------------|--|
| 11. | Perform monthly Revolving Fund reconciliation to monitor balance maintained at SCO utilizing SAP reports, SCO records, spreadsheets, source documents and ten-key calculator, in accordance with SAM, as required. |
| 12. | Develop materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures and guidelines, utilizing laws, rules and regulations, relating to various accounting functions and reports, as requested. |
| 13. | Analyze SCO journal entries to determine appropriate coding for SAP utilizing the Uniform Codes Manual (UCM), SCO Agency Reconciliation Report, SAM, FIM, SAP guidelines, as required. |
| 14. | Post SCO journal entries into SAP to accurately record transactions reflected on the SCO records utilizing UCM, SCO Agency Reconciliation Report, SAM, FIM's, SAP guidelines, as required. |
| 15. | Monitor the annual allotment and budget plan for expenditures/reimbursable in SAP to reflect the budget authority by program and general ledger to be used as a monitoring tool for the fiscal year utilizing various resources, as required. |
| 16. | Perform SAP table maintenance to establish, record and maintain data at specific reporting levels and provide a system of edits and checks on transactions posted utilizing various resources (e.g., UCM, SAP reports, and FIM), as requested. |
| 17. | Review the SAP to ensure accuracy and appropriateness of expenditures (e.g., Fund Center/cost center [index], general ledger account/object code, and Fund/Functional area utilizing source documents, SAP reports, and FIM's in accordance with UCM, and SAM, as required. |
| 18. | Prepare memos for management's signature to provide information on various accounting issues utilizing various resources, tools, etc., as requested. |
| 19. | Prepare policies and procedures to provide direction on various accounting processes for the Department utilizing, Title 15, SAM, DOM, Government Codes (GC), Penal Codes (PC), SAP guidelines and FIM, as needed. |
| 20. | Provide policies and procedures to support staff addressing various accounting processes for the department utilizing the desk manual, SAM, Department Operations Manual (DOM), Title 15, GC, PC, SAP guidelines and FIM, as needed. |
| 21. | Assist staff in researching/resolving the more difficult accounting problems by providing direction/resources or clarification of policies and procedures, utilizing SAM, DOM, Title 15, GC, PC, SAP guidelines, FIM, aids, equipment, and/or processes, as needed. |
| 22. | Perform spot cash audits to ensure compliance and accountability with SAM utilizing audit checklist, rules, and regulations, desk procedures, etc., as needed. |
| 23. | Prepare cash remittances to the State Treasure Office (STO) in a timely manner to accurately report cash receipts by type, fiscal period and appropriation utilizing SAP and ten-key calculator, and Remittance Advice Transmittal form in accordance with SAM, as required. |

EDITED TASK LISTING

CLASSIFICATION: Senior Accounting Officer (Specialist)

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

| Task Statements | |
|-----------------|--|
| 24. | Prepare invoices to bill for services provided to governmental agencies, private vendors, inmates, etc. utilizing contracts, SAP, policies and procedures, ten-key calculator and source documents in accordance with SAM, as required. |
| 25. | Review Accounts Receivable Aging Report of outstanding invoices to determine method of collection or discharge of accountability for approval by management utilizing SAP and original source documents in accordance with SAM, Department of Personnel Administration (DPA), Memorandum of Understanding (MOU), SAP guidelines, as needed. |
| 26. | Prepare returns for sales/use/fuel taxes to report information to the Board of Equalization (BOE) utilizing source documents, tax returns, SAP and spreadsheets in accordance with SAM and BOE guidelines, as required. |
| 27. | Review Office Revolving Fund Aging report (e.g., travel, salary, and expense advances) to determine method of collection and discharge of accountability for approval by management utilizing SAP and original source documents in accordance with SAM, DPA, MOUs, FIM, SAP guidelines, as needed. |
| 28. | Review claims for reimbursement for submission to SCO to replenish the shortage in the Revolving fund utilizing source documents in accordance with SAM and DOF guidelines, as necessary. |
| 29. | Review purchase documents for appropriateness and validity of item, proper coding, and signatures in accordance with established procurement procedures, SAM, and FIMs as needed. |
| 30. | Certify availability of funds to approve purchases utilizing purchase documents/contracts, UCM, SAP reports, and FIM in accordance with DGS guidelines and SAM, as needed. |
| 31. | Communicate orally and/or in writing in a professional and effective manner with support staff, management, vendors, control agencies, institution/program staff, field units, budget analysts, auditors, program managers, clients of specialized programs, local and federal governments, etc. utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations, as needed. |
| 32. | Establish and update desk procedures to provide information and directions to staff to ensure standardization, compliance, accuracy, and efficiency utilizing departmental directives, laws, rules and regulations, legislation, and examples of work documents etc., as needed. |