

## EDITED TASK LISTING

**CLASSIFICATION: Senior Accounting Officer (Supervisor)**

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

<b>Task Statements</b>	
1.	Review the monthly Late Payment Penalty Report to provide detailed information to programs and institutions of late payment occurrences to vendors utilizing original source documents, System Application Process (SAP) in accordance with the Accounting Information Memo, as required.
2.	Review the monthly Statistical Report to provide detailed work activity information and discounts lost/earned to programs and institutions utilizing original source documents, SAP reports in accordance with Financial Information Memos (FIM), as needed.
3.	Approve claim schedules certifying accuracy and validity of expenditures for vendors, employees and inmates to be submitted to State Controller's Office (SCO) for issuance of payment utilizing original source documents, rules and regulations and SAP in accordance with Department Operations Manual (DOM), State Administrative Manual (SAM) and SCO, as required.
4.	Review accounts payable to identify abnormal balances and potential adjustments to be made utilizing SAP reports and original source documents in accordance with SAM and SAP guidelines, as required.
5.	Review reportable payments to such entities as vendors, employees for the purpose of providing tax information to the Franchise Tax Board (FTB) and the Internal Revenue Service (IRS) utilizing SAP reports and original source documents in accordance with Department of Finance (DOF), SAP guidelines, SAM, FTB/IRS codes, and FIM's, as needed.
6.	Monitor reportable payments to such entities as vendors, employees for the purpose of providing tax information to the Franchise Tax Board (FTB) and the Internal Revenue Service (IRS) utilizing SAP reports, and original source documents in accordance with Department of Finance (DOF), SAP guidelines, SAM, FTB/IRS codes and FIM's, as needed.
7.	Supervise the work of staff by planning, organizing, monitoring and reviewing their assigned duties to optimize the use of resources utilizing personnel management techniques and office policy memos to ensure that the quantity/quality of work performed meets unit objectives, as required.
8.	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 the California Department of Human Resources (CALHR) and DOM, as required.
9.	Document and administer Corrective and Progressive discipline, within area of supervision, in accordance with departmental policy to correct and promote appropriate behavior utilizing supervision skills, as necessary.
10.	Ensure staff and working environment are in compliance with Health and Safety to produce a safe workplace utilizing safety checklist and emergency handbook in accordance with the State Compensation Insurance Fund (SCIF), Occupational Safety and Hazard Administration, SAM, and DOM, as required.

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

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11.	Develop materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules and regulations, relating to various accounting functions and reports, as requested.
12.	Monitor staff to ensure adequate separation of duties within the accounting operation to ensure internal controls exist to safeguard State assets utilizing a separation of duties matrix in accordance with government codes, Generally Accepted Accounting Principles (GAAP), SAM and FIM, as required.
13.	Perform supervisory responsibilities in the work place utilizing department-wide mandates concerning Equal Employment Opportunities (EEO), Sexual Harassment (SH), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), and other personnel practices as defined by regulatory agencies and established guidelines/policies, as required.
14.	Identify staffing needs in order to make recommendations and meet operational demands utilizing workload statistics and timesheet/overtime reports, as needed.
15.	Prepare hiring package (e.g., 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.
16.	Participate in the interview and hiring process within the Trust/Accounting Office (e.g., 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 CalHR and DPA guidelines in accordance with EEO and DOM , as needed.
17.	Prepare memorandums for management's signature to provide information on various accounting issues utilizing other resources, tools, etc., as needed and or upon request.
18.	Prepare policies and procedures to provide direction on various accounting processes for the department utilizing, SAM, DOM, Government Codes (GC), Penal Codes (PC), SAP guidelines, and FIM, as needed.
19.	Provide policies and procedures to support staff addressing various accounting processes for the department utilizing the desk manual, SAM, DOM, Title 15, GC, PC, SAP guidelines, and FIM, as needed.
20.	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.
21.	Perform various audits (e.g., claim schedules, cash funds, use of office revolving funds, etc.,) to ensure compliance and accountability with SAM utilizing audit checklist, DOM, Title 15, and desk procedures as scheduled.
22.	Identify training needs of subordinate staff to ensure employee's performance is meeting expectations utilizing daily feedback from peer audits, staff meetings, IDP, probationary reports, etc., as needed.

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23.	Develop a training plan for staff and schedule as deemed necessary to ensure compliance with mandated training and for employee growth utilizing Memorandum of Understanding (MOUs), DOM, etc., as required
24.	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), MOUs, and SAP guidelines, as needed.
25.	Review 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.
26.	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.
27.	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.
28.	Provide on-the-job training for staff to increase and broaden their knowledge, experience, and skills pursuant to DOM, as needed.
29.	Encourage a positive work environment utilizing interpersonal skills, personnel management techniques, knowledge, etc., on a daily basis.
30.	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.
31.	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.
32.	Conduct meetings with departmental staff, inmates and outside entities to provide information relevant to accounting policies and procedures using expertise, source documents, departmental directives and research data, as needed.

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