

DIVISION Administration	UNIT Accounting	POSITION NUMBER 110-1741-033	CLASSIFICATION Accounting Technician
LOCATION 2020 W. El Camino Ave., Sacramento	WORKING TITLE Accounting Technician		EFFECTIVE DATE TBD
SUPERVISOR NAME Margaret Deskins	TITLE Accounting Administrator I		INCUMBENT Vacant

General Statement:

Under the close supervision of the Accounting Administrator I, the incumbent will perform a variety of disbursement functions and activities.

% of the Time	Essential Functions:
20%	Interprets and applies the State Administrative Manual and Board of Control requirements in auditing invoices for payment through the State Controller's Office (SCO).
20%	Encumber state funded contracts, purchase orders and service authorizations. Match service agreements and purchase orders to stock received reports and to the corresponding invoices. Verify contract invoices for funding information and terms. Verify that the correct program cost account (PCA) and object of expenditure code is used when posting expenditures.
20%	Record expenditures per invoice payments into CALSTARS and CAPES, and direct transfers per SCO Journal Entries into CALSTARS, and assemble claim schedules for release to the SCO. Communicate with the Business Services Office (BSO) staff and program staff to obtain stock received reports and approvals for payment of invoices. Communicate with the SCO on disputed invoices.
15%	Maintain open and closed files for purchase orders and service agreements. Maintain PC generated contract payment logs and CAPES and perform monthly reconciliation to CALSTARS and CAPES. Research payments and make necessary corrections. Communicate with vendors to obtain Vendor Payment Data Records Forms (FORM 204) required before making payments. Respond to questions from the SCO and vendors regarding payments.
15%	Provide phone and front counter contact for the Accounting Office. Distribute all checks, salary warrants, transit vouchers; open and sort incoming mail; establish and maintain office filing system; including claim cuts, CD 102's, cancelled warrants, returned warrant requests and maintain respective logs and filing system on the personal computer. Prepare disbursements, distribute documents and claim schedules to various control agencies.
Marginal Functions:	
5%	Post automated and manual revolving fund and general cash check batches into CALSTARS. Run auto check run and type manual checks as needed.
5%	Maintain/assist in the Accounting Office Records retention. Work with BSO and the State Records Center to ensure proper storage of departmental accounting documents.
Work Environment:	
Physical Requirements: The position requires the ability to sit for periods of up to 7 hours; the ability to key at a computer, utilize a calculator, use a standard keyboard (type) for up to 4 hours at a time. In addition, the position will require the ability to communicate and interact with others on a daily basis; strong reading comprehension and concentration skills and the ability to move boxes weighting up to 25 lbs on an occasional basis.	
Working Conditions: The incumbent will work in a high rise building with elevator access, in an open modular workstation in an air-conditioned office with natural and artificial lighting. On occasion (up to ten times per year) the incumbent will be required to travel short distances to attend work related training and informational meetings as related to CALSTARS, and other accounting related issues.	

Allocation Factors

Supervision Exercised:

None

Administrative Responsibilities:

None

Personal Contacts:

The incumbent will have a variety of daily contact with all levels within the department as well as other state and federal agencies, along with external vendors and clients with varying degrees of sensitivity and confidentiality.

Consequence of Action:

Failure to provide said duties will result in inaccurate monthly and annual reports; severe departmental cash flow problems; failure to disburse funds to internal and external customers, audit findings, and the inability to manage various mandated programs.

Other Information:

The incumbent must have a strong analytical background a working knowledge in CALSTARS; a thorough knowledge of Personal Computers and programs such as Excel, Word, and basic knowledge in database. The incumbent must be able to analyze and draw sound conclusions on daily operations and output and be able to work well with others.

EMPLOYEE STATEMENT

I have discussed the duties and responsibilities of the position with my supervisor. I certify that I am able to perform the essential functions listed with or without reasonable accommodation. I understand that I may be asked to perform other duties as assigned within my current classifications including work in other functional areas as business needs require.

Employee Signature: _____ **Date:** _____

SUPERVISOR STATEMENT

I certify that I have discussed the duties and responsibilities of the position with the employee.

Supervisors Signature: _____ **Date:** _____