

Accountant I (Specialist)

Essential Task Rating Results

1.	Create tables of accounts to track progress and keep accurate records using spreadsheet and/or database software.
2.	Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes to maintain accurate information.
3.	Analyze and evaluate numerical and financial data to compile and keep financial records.
4.	Compile accruals for year-end financial statements to report unpaid expenditures by entering accrual transactions/expenditures into accounting database.
5.	Perform mathematical computations using basic math (e.g., addition, subtraction, multiplication, division, percentages) in order to reconcile/verify account balances.
6.	Compile statistical, financial, or accounting data pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and/or profits and losses for audit purposes.
7.	Assist in the performance of reconciliations and adjustments of financial records and reports to determine accuracy.
8.	Review deposit receipts submitted by field offices to ensure accuracy and completeness of information.
9.	Prepare and review remittance advice to submit to State Controller's Office for claim schedule processing.
10.	Prepare claim schedules to reimburse revolving fund accounts.
11.	Review daily error reports using department accounting systems to make corrections.
12.	Resolve invoice and payment errors pertaining to claim schedules or warrants to ensure compliance with accounting guidelines.
13.	Enter travel expense claim data into the department's accounting system (e.g. California State Accounting and Reporting System (CALSTARS), (California Automated Travel Expense Reporting System (CaATERS)) to produce claim schedule documents in accordance with various Bargaining Unit agreements and Internal Revenue Service withholding requirements.
14.	Post journal entries into department's accounting system to produce financial account reports.
15.	Maintain vendor files and document authorization files to produce current information.
16.	Gather data for various monthly financial or management reports (e.g., quarterly accounts receivable reports, outstanding salary advances, 90-day encumbrance report, contract invoices pending approval report) to track expenditures, payments, deposits, and/or accruals, and provide information to management and staff.

17.	Audit travel expense claims to ensure accuracy and compliance with various Bargaining Unit agreements, Department of Personnel Administration, Internal Revenue Service withholding requirements.
18.	Audit incoming bills/invoices for department operating expenses to ensure charges are legitimate and properly authorized.
19.	Act as a lead for lower-level staff to provide training, advice, and assistance to ensure duties are performed correctly and efficiently.
20.	Organize and direct the work of lower-level staff in revolving fund, accounts payables, accounts receivables, cashiering, and travel to carry out the daily, monthly, and yearly functions of the accounting office.
21.	Provide input to supervisor on performance evaluations for lower-level staff.
22.	Update procedural manuals as necessary for use by other department staff.
23.	Contact control agencies, various field offices and divisions, and/or vendors to acquire accounting information (e.g., payment invoices, governmental rules and regulations, system errors, unrecovered payments).
24.	Provide quality customer service and innovative solutions and options in accounting matters to meet the business needs of the customer.
25.	Write letters, memos, and other correspondence using a word processor or other electronic means for the purpose of communicating with internal/external stakeholders.
26.	Act as a liaison between accounting and program staff to provide assistance, answer questions, and coordinate information.
27.	Update clients and staff on latest payment instructions to provide knowledge and information on updated rules and regulations.
28.	Notify the State Treasurer of estimated and final amount of deposit in transit to bank.
29.	Read and interpret policy manuals, legislative guidelines, departmental manuals or other written materials in order to determine relevant facts.
30.	Research accounting history in database systems to assist program staff and claimants with answering specific questions and resolving accounting discrepancies.
31.	Collect data from various departments in order to issue invoices for reimbursements from government and/or private agencies for services rendered.
32.	Conduct research using the Internet and other databases in order to collect relevant information required to complete assigned job tasks.
33.	Research discrepancies in claim cuts and unrecovered payments to correct and clear balances.
34.	Research, process, and reconcile daily credit card payments to ensure monetary responsibility and adherence to guidelines.
35.	Analyze receipts, expenditures, and encumbrances to ensure accuracy.
36.	Prepare and maintain contract ledger records to retain proper documentation.

37.	Compile financial data from invoices and develop spreadsheets to facilitate payment determinations.
38.	Review and interpret payment provisions of administrative contracts, amendments, revisions, purchase orders, and service orders for proper payment processing.
39.	Monitor payments and account balances for claimants using department accounting systems to ensure sufficient funds are available and encumbrances are not overspent.
40.	Provide cashiering assistance (e.g., receiving checks and cash, matching payments to appropriate accounts receivable invoices, recording and collecting dishonored checks) using the State Administrative Manual (SAM) and department Procedural Manuals.
41.	Prepare and/or review invoices for contracts, interagency agreements, purchase orders, and billings by the department to receive payment or pay for services.
42.	Set up accounts receivables and collect payments for overpayments and/or misuse and misappropriation of department assets.
43.	Make monthly progress payments to contractors based on work completed.
44.	Process and distribute the Master Payroll, miscellaneous payroll, garnishment checks, and salary advances.
45.	Review Revolving Fund requests for payments requiring immediate response.
46.	Create claim schedules and remittance advices to submit to State Controller's Office for payment.
47.	Review and analyze vendor accounts for payments and balances.
48.	Perform cashiering duties such as receipting, identifying, depositing of all monies, and preparing remittances for control agencies to identify appropriate funding distribution.
49.	Maintain encumbrance balances for contracts, interagency agreements, and other purchase documents to ensure correct payment history.
50.	Review cash and check deposits to account for incoming revenue or abatements.
51.	Process checks, payments, and accompanying documents in accordance with established procedures to meet daily deadlines and established effectiveness measures.
52.	Identify and record abatement money received to appropriate abatement category (e.g., jury duty, rebates from vendors) and initiate follow-up letters on outstanding abatement accounts.