

## EDITED TASK LISTING

### CLASSIFICATION: ACCOUNTANT I (SUPERVISOR)

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

<b>Task Statements</b>	
1.	Plan the work of subordinate staff within the unit in order to carry out the accounting activities using various state manuals (e.g., California State Accounting Regulations (CALSTARS) manuals, State Administrative Manual (SAM), Inmate Welfare Fund (IWF) Manual, Trust Restitution Accounting Canteen Systems (TRACS), etc.) and knowledge of accounting principles and practices in accordance with policies and procedures.
2.	Organize the work of subordinate staff within the unit in order to carry out the accounting activities using various state manuals (e.g., CALSTARS manuals, SAM, IWF Manual, TRACS, etc.) and knowledge of accounting principles and practices in accordance with policies and procedures.
3.	Direct the work of subordinate staff within the unit in order to carry out the accounting activities using various state manuals (e.g., CALSTARS manuals, SAM, IWF Manual, TRACS, etc.) and knowledge of accounting principles and practices in accordance with policies and procedures.
4.	Oversee various account payable activities (e.g., payment of purchase order/contracts, vendor abatement, disputes, etc.) to ensure payments are made according to policies and procedures in the daily operations of the department utilizing effective communication skills, and computer applications in accordance with policies and procedures.
5.	Oversee cashiering duties such as receipting, identifying, depositing of all monies, and preparing remittance to State Controllers Office (SCO) using CALSTARS manuals, SAM, IWF Manual, TRACS, and knowledge of accounting principles and practices in order to clear and balance accounts on a daily basis.
6.	Oversee the revolving fund unit in issuing travel/salary advances and clearing the outstanding advanced checks/payments in order to ensure accuracy using reports, receipts, and auditing skills on a daily basis.
7.	Balance reports against documents in order to ensure proper posting to accounts and communicate to institution departments any adjustments needed to clear outstanding documents (e.g., 90-day encumbrance report, outstanding receivable/salary advances reports, etc.) utilizing accounting principles and CALSTARS report in accordance with policies and procedures.
8.	Order and prepare month end closing reports in order to reimburse revolving fund accounts by remitting all sub-account funds to appropriate ledgers and verifying balances utilizing TRACS, as required.
9.	Train staff in order to ensure that they perform duties correctly and efficiently using training manuals, desk procedures, and communication skills in accordance with policies and procedures.
10.	Post journal entries in order to record transactions and/or make adjustments using CALSTARS manual, computer system, auditing skills, and knowledge of accounting principles and procedures on a daily basis.

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

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<b>Task Statements</b>	
11.	Review CALSTARS reports in order to balance accounts and ensure compliance with accounting polices and procedures utilizing CALSTARS manuals, Generally Accepted Accounting Principles (GAAP), IWF manual, and TRACS on an as needed basis.
12.	Review TRACS reports in order to balance accounts and ensure compliance with accounting polices and procedures utilizing the TRACS Manual, SAM, and IWF manual, as needed.
13.	Perform preliminary reconciliations and adjustments to certain accounts in order to balance accounts and ensure compliance with accounting polices and procedures utilizing CALSTARS and/or TRACS manual, GAAP, and IWF manual, as needed.
14.	Audit claim schedules (e.g., travel expense claims, accounts payables, revolving fund, vacation trust, etc.) before submitting for reimbursement in order to ensure accuracy using CALSTARS printouts, auditing skills, SAM, desk procedures, and claim schedule face sheet checklist on a daily basis.
15.	Process complex contract/purchase order payments on behalf of the department in order to ensure proper discounts are taken and to avoid penalty payments using contract terms, knowledge of arithmetic, and auditing skills, as required to meet deadline payment terms.
16.	Review check requests (e.g., parole release funds, vendor revolving fund, salary and travel advance/claims, etc.) for staff and/or inmates to ensure proper payment using invoices, direct pay requests, discounts, policies and procedures, and auditing skills, as needed.
17.	Verify inmate check accounts for sufficient funds and required documentation prior to check disbursements utilizing policies and procedures, TRACS, and SAM on a daily basis.
18.	Communicate with vendors on complex issues in order to resolve payment discrepancies and/or to explain policies and procedures utilizing the purchase document, SAM, and effective communication skills, as needed.
19.	Input information into office forms, worksheets, and spreadsheets in order to document and track account information using knowledge of Microsoft Word, Excel, CALSTARS reports, and TRACS on a daily basis.
20.	Review document reports for abnormal balances in order to discover/correct errors and reconcile information, using CALSTARS/TRAC reports, institution contacts/purchase order, analytical skills, and knowledge of accounting principles on a monthly basis.
21.	Audit petty cash and cash release funds to ensure accuracy, reduce error, and safeguard departmental assets using analytical skills, accuracy, and knowledge of arithmetic in accordance with departmental policies and procedures.
22.	Review daily error correction reports (CALSTARS) in order to ensure corrections have been made using CALSTARS manual, analytical skills, and original documents on a daily basis.

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23.	Resolve accounting issues with SCO pertaining to claim schedules or warrants to ensure compliance with SCO's guidelines using SAM and analytical skills as needed.
24.	Prepare monthly penalty report by collecting data from staff/claim schedule and CALSTARS reports utilizing the Budget Letter to ensure proper calculation of penalty for institution and management review.
25.	Audit lost discount report against documents utilizing staff's lost discount log and outgoing claim schedule spreadsheet for accountability and statistical purposes on a monthly basis.
26.	Audit staff's accrual documents to ensure proper coding and the validation of the accrual set up in preparation for Year End Closing utilizing GAAP and SAM.
27.	Audit check aging reports on behalf of the department in order to remit funds to Escheat Account or Inmate Trust Unclaimed Funds utilizing the stale dated check reports, as needed.
28.	Collect data from various departments (e.g., Personnel, Maintenance, etc.) in order to issue invoices to other state or county agencies for services provided by the California Department of Corrections and Rehabilitation (CDCR) utilizing reports and timesheets on a monthly basis.
29.	Provide assistance to staff regarding journal entry discrepancies to various departments such as Prison Industry Authority and Department of General Services in order to balance and clear SCO reconciliations utilizing outstanding letters and monthly journal entries.
30.	<b>Upload invoices from various vendors such A T &amp; T and State Compensation Insurance Fund for payment processing utilizing CALSTARS and available computer software on a monthly basis.</b>
31.	Evaluate the performance of subordinates in order to ensure compliance with departmental expectations and determine training needs or improvement, using departmental guidelines and criteria, as dictated for the probationary period and annually.
32.	Maintain supervisory files for subordinate staff in order to prepare probationary/annual evaluations and follow up with training and corrective action using supervisor manual and departmental policies and procedures on an on-going basis.
33.	Ensure that Equal Employment Opportunities (EEO) objectives are met and maintained utilizing departmental policies and procedures, sexual harassment and EEO guidelines on an on-going basis.
34.	Analyze subordinates' workload in order to ensure efficiency and maintain internal control using desk and bin reviews, departmental policies and procedures, and job duty statements as needed or directed by policy changes.
35.	Maintain internal control within the office by analyzing staff's work assignments to ensure that no conflict of interest exist utilizing SAM, GAAP, and departmental policies and procedures on an as needed basis.

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36.	Hire new staff to fill vacancies within unit by conducting interviews and ensuring proper qualifications are met in accordance with departmental policies and procedures on an as needed basis.
37.	Verify deposits completed by the cashier to ensure accuracy using knowledge of arithmetic, deposit slips, and GAAP on an as needed basis.
38.	Approve claim schedules for vendor payment and travel to be released to SCO for check issuance or reimbursement of the revolving fund utilizing SAM, GAAP, and office policies and procedures daily.
39.	Approve and/or deny time off request taking into consideration the workload of the unit utilizing SAM, union contract, and departmental policies and procedures on a daily basis.
40.	Track staff leave balances to report unpaid time off for Personnel records utilizing SAM, union contract, and departmental policies and procedures on a monthly basis.