

State of California - Department of Social Services

DUTY STATEMENT

VACANT

CLASSIFICATION:

Accounting Administrator I, Specialist

POSITION NUMBER:

800-624-4552-007

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

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BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Finance & Accounting/Accounting and Fiscal Systems FISCAl & Reporting/Fiscal Sys/Systems Support

SUPERVISOR'S NAME:

KIM LEE

SUPERVISOR'S CLASS:

Accounting Administrator II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None

MISSION OF ORGANIZATIONAL UNIT:

The Accounting and Automation Support Bureau actively participates in the County Expense Claim Reporting Information System (CECRIS) Project from start to finish following the Agile-SCRUM methodology; contributes in the procurement process and monitors contract obligations and deliverables to ensure efficient compliance with all guidelines, rules and regulations. Utilizes the newly automated time reporting system, Employee Service Center, to streamline the labor distribution process which ensures the fiscal integrity of the cost allocation and FISCAl month end/year end processes; ensures cost allocation processes adhere to federally approved methodology for the State's Cost Allocation Plan and remains in line with the Budget Act on behalf of the Department. Provides financial reports and analysis to stakeholders and Department end users to support the Accounting & Fiscal System Branch's mission.

CONCEPT OF POSITION:

Under general direction from an Accounting Administrator II (AA II), the Accounting Administrator I, Specialist (AA I-Spec) is responsible for performing complex tasks and assignments related to database programs for automated entry of accounting data. The AA I-Spec utilizes Generally Accepted Accounting Principles and ensures compliance with State Administrative, Uniform Code, and California State Accounting and Reporting System manuals; and federal and state laws and regulations.

A. RESPONSIBILITIES OF POSITION:

Participates in the development and maintenance of FI\$Cal and the County Expense Claim Reporting Information System (CECRIS).

30% Performs complex tasks and assignments related to the development, maintenance, and ongoing improvements of database programs for automated entry of accounting data into FI\$Cal.

30% Provides daily support to accounting, budgets, and program staff with problem solving and information gathering concerning fiscal data and reporting. Utilizes specialized software to develop queries to extract and calculate raw accounting data and convert to a user friendly format.

10% Acts as a resource for CDSS staff on any FI\$Cal operational issues. Develops methods to extract program expenditures, overhead costs, and other unique data from numerous FI\$Cal reports.

10% Maintains history databases using Microsoft (MS) Access to assist Accounting and Fiscal Systems Branch (AFSB) staff in the accounting reconciliation process.

10% Reviews overnight processing of FI\$Cal to ensure validity of data and corrects or addresses any errors.

5% Serves as a technical resource for the development and implementation of FI\$Cal and other related accounting sub-systems. This includes system application upgrades for Monarch, MS Access, and the MS Office Suite; the modification of database structures; and creating reports for new programs.

5% Other duties as required to support AFSB, including the maintenance and coordination of AFSB's intranet web page for ASRB. Makes presentations and provides training to staff.

B. SUPERVISION RECEIVED:

The AA I-Spec receives general direction and supervision from an AA II. The AA I-Spec is responsible for exercising initiative and independence in completing assignments in a timely manner and assignments must be completed in an acceptable format. The AA I-Spec is expected to apprise the AA II of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AA I-Spec has contact with CDSS and other state agencies' fiscal staff on a regular basis. This contact includes fiscal related issues, FI\$Cal operational issues, and program related issues.

E. ACTIONS AND CONSEQUENCES:

If the duties performed by the AA I-Spec are inadequate, the consequences will affect the cost data and information that will be made and/or entered into CDSS' accounting systems. This in turn may jeopardize the timeliness, accuracy, and integrity of CDSS' financial statements and reports. Errors of this nature can adversely impact CDSS' ability to make payments and report to the federal government, and places CDSS at risk of audit exceptions and loss of federal and/or state funding

F. OTHER INFORMATION:

This position requires a high degree of analytical ability, as well as knowledge of CDSS' fiscal systems and procedures, accounting principles and practices, and the ability to work well under pressure. The AA I-Spec must possess strong personal computer knowledge including, but not limited to, MS Excel, MS Word, FI\$Cal, and MS Access. Hours for this position are 8:00 a.m. to 5:00 p.m. and may require overtime.