

**CALIFORNIA STATE TREASURER'S OFFICE**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Administration				POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-4549-001		Position ID 29
UNIT Accounting				CLASSIFICATION TITLE Accounting Administrator I (Sup)		
TIME BASE / TENURE P/FT	CBID S01	WWG E	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE Accounting Administrator I (Sup)	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
<b>DIVISION OR BCA OVERVIEW</b>						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Administration Division provides support services to the various programs as well as to the Authorities directly associated with the Treasurer's Office. These responsibilities include accounting, budgeting, business services, personnel management, labor relations, Equal Employment Opportunity Office, training and management analyses.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Accounting Administrator II, supervises the day-to-day operations of the fiscal accounting office, providing direction and training to staff and reviewing staff work.						
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>					
35%	Plans, organizes, directs and supervises the staff in the day-to-day functions of accounting and reporting. Provides training and technical assistance to staff as necessary. Assists the Accounting Administrator II in the interviewing and hiring of staff. Communicates with the Administrator II on a regular basis regarding staff performance and possible accounting issues. Must have ability to share job knowledge, skills and ideas and to develop cooperative working relationships with staff of the State Treasurer's Office (STO) and Boards/Commissions /Authorities (BCAs), State Controller's Office (SCO), Department of Finance (DOF), outside suppliers, auditors, other State agencies and the public.					
20%	Record financial activity related to Agencies assigned including, but not limited to: journal entries; cash receipts; remittance advices; controller's receipts; accounts receivables; direct transfers; projects; and loans. Review and approve purchasing documents for availability of budgeted funds for the period, expenditures stated, and for correct coding. Monitor the cash and appropriation balances and communicate possible problems to management.					
15%	Manages, trains and assists staff in the more difficult and complex areas regarding the recording of financial activity, especially that related to the BCAs with various programs and multiple funding sources that include General Fund, Special Funds, Non-Governmental Cost Funds, and Federal Fund. This includes, but is not limited to Plans of Financial Adjustments, loans, grants, monthly reconciliations, and timely completion of year-end financial statements.					
10%	Responsible for researching and answering inquiries from management with regard to BCAs fiscal positions. Correspond and interact with Budget Office, BCA management and staff, as well as various control agencies and the public.					
5%	Complete monthly reconciliations between Fi\$Cal and SCO's monthly fund and appropriation reconciliation reports.					

5%	Responsible for year-end financial statements for the assigned BCAs. Prepare manual financial statements from Fi\$Cal accounting system.
5%	Reconcile Agency Centralized Treasury System (CTS) Bank Account.
5%	Other job related duties.

**SPECIAL REQUIREMENTS**

N/A

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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