

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-800-4569-001		MCR / HCR 1
DIVISION / UNIT Administration- Accounting		CLASSIFICATION TITLE Senior Accounting Officer (Supervisor)		
		WORKING TITLE Senior Accounting Officer (Supervisor)		
		TIME BASE / TENURE Perm/ FT	CBID S01	WWG 1
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2024

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are 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. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Correctional Business Manager I, the Senior Accounting Officer (Supervisor) serves as the highest administrative position within the Accounting Office. This position functions as the Chief Accounting Officer with a professional level of responsibility for the institution's entire accounting and trust functions; responsible for the coordination, supervision and training of subordinate staff.

% of time performing duties	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.
------------------------------------	---

35%

Supervisory Responsibility: In this capacity, the Senior Accounting Officer (Supervisor) is independently responsible for reviewing assigned duties; evaluating performance, documenting and administering progressive discipline, ensuring adequate separation of duties within the accounting operations in accordance with Government codes and generally accepted accounting principles (GAAP); performing interviews and training subordinate staff. This position is responsible for the large variety of complex accounting and fiscal activities associated with the maintenance of a budgeted inmate population and approximately six (6) active staff members. Plans, organizes and directs the workload activity of subordinate professional, technical and clerical positions within the satellite accounting office. Manages the Inmate Trust Fund, and Institution Support Accounting in projecting workloads, assigning and reviewing staff work, developing and maintaining accurate performance and workload standards, selecting and training staff, maintaining accurate leave credit usage for subordinate staff and recommending goals and objectives for the satellite accounting operations development and modification. Interprets and administers applicable sections of the State Administrative Manual (SAM), Director's Rules, Departmental Operation Manual Guidelines (DOM) guidelines, California Code of Regulations (Title 15), Penal Code (Section 4006), and other professional accounting guides which

394-800-4569-001

30%	<p>govern the administration of the institutions accounting function. Develops procedures related to the administration of the Institutions’ accounting function. Ensures compliance with professional accounting procedures, including the separation of duties. Plans the work of on-site accounting staff that works with a variety of funding sources, including General, Inmate Trust and Inmate Welfare fund.</p> <p><u>Institution Support Accounting:</u> Administers the Institution Support Accounting activity. Independently devises and implements internal institutional controls and develops procedures/policies for management’s signature. Conducts periodic audits of the cash funds (Inmate Welfare Fund and Cash State Fund). Ensures all receipt activity is recorded, duplicated, and forwarded to the Regional Accounting Office. Monitors the reconciliation and release of payroll and overtime warrants. Ensures the timely deposit of all incoming monies related to the Institution Support Accounting function. Serves as the institution liaison on all issues related to the Institution Support Accounting functions.</p>
20%	<p><u>Inmate Trust Fund:</u> Monitors all activity related to specialized financial accounting and reporting of the Inmate Trust Fund, and accounting for the institution’s support (General Fund) funds/activities related to payroll, inmate release funds, receivables, accounting system with limited technical direction from managers. The two funds are distinct and require different accounting procedures and controls. Responds to difficult and sensitive inquiries from the public, staff, and inmates related to the administration of the Inmate Welfare Fund and Inmate Trust Fund. Responsible for the oversight of Inmate Welfare Fund Photo Reconciliation reporting.</p>
10%	<p><u>Other:</u> Provides staff with resources for completing their Travel Expense Claims in CalATERS. Performs administrative tasks including, attending staff meetings, complete employee evaluations, ensure internal controls and separation of duties are used and followed on a continual basis. Perform special projects, making recommendations and preparing reports and memos. Personnel Management Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.</p>
5%	<p>Attends a minimum of 40 hours In-Service and On the Job Training each year. Other duties as required Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.</p>

SPECIAL REQUIREMENTS

- **Knowledge of:** Principles and practices of financial record keeping; basic principles of accounting; office methods, procedures, and equipment; governmental accounting principles and procedures. Knowledge of modern office methods, supplies and equipment; business English and correspondence; methods, practices and terminology used in financial and statistical record-keeping work. Knowledge of accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law. Knowledge of principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others.
- **Ability to:** Ability to apply rules and regulations to specific cases; operate common office appliances used in financial record-keeping work; analyze and draw logical conclusions. Ability to maintain regular attendance and to be punctual.

394-800-4569-001

- **Language Skills:** Ability to speak and write effectively.
- **Mathematical Skills:** Ability to work with mathematical concepts such as algebra, probability, and statistical inference and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability:** Ability to apply principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and plan, organize, and direct the work of others.
- **Special Personal Characteristics:** Ability to qualify for a fidelity bond.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

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

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