

## State of California - Department of Social Services

**DUTY STATEMENT**EMPLOYEE NAME:  
**VACANT**

CLASSIFICATION:

**Accounting Administrator II**

POSITION NUMBER:

**800-623-4542-003**DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Finance and Accounting/Accounting and Fiscal Systems**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Accounting and Reporting Bureau/Federal Reporting Section**

SUPERVISOR'S NAME:

**Cheley Swart**

SUPERVISOR'S CLASS:

**Accounting Administrator III**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.

One Accounting Administrator I, Supervisor; two Accounting Administrator I, Specialists; and one Supervising Account Clerk I.

Total number of positions for which this position is responsible: **18****FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

## MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS), maintain fiscal integrity in accordance with sound accounting principles and the federal Cost Allocation Plan (CAP). Record and reconcile all transactions posted to CDSS financial book of record. Maintain the fiscal integrity of the Financial Information System for California (FI\$Cal), the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

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**CONCEPT OF POSITION:**

Under the supervision and direction of the Accounting Administrator III, Chief of the Accounting Reporting Bureau, the Accounting Administrator II provides direction to and supervises management and staff in conjunction with the responsibility for the maintenance and uniformity of financial reporting for the revenues, expenditures, reimbursement, transfer of funds, and/or appropriations in accordance with state and federal rules and regulations. Management, coordination, and oversight of federal audits and compliance reporting of \$6.7 billion of federal grants.

A. RESPONSIBILITIES OF POSITION:

- 35% The Accounting Administrator II is responsible for the direction and control of the financial accounting and reporting functions for all CDSS Federal Grants, Department funds and appropriations from all federal funding sources in excess of \$6.7 billion dollars. Maintaining and monitoring recently implemented FI\$Cal, its enhancements and transition; and ensuring required funding data is recorded properly and in accordance with the requirements of various federal control agencies. Development and maintenance of new reporting processes using FI\$Cal. Ensuring that procedures and operations of the Bureau meet applicable internal control standards of the State of California and the federal cognizant agencies. Ensuring that annual Year-End Financial Statements (YEFS) are prepared in accordance with State Administrative Manual and State Controller's Office (SCO) requirements as well as applicable requirements of the federal funds.
- 30% Manages the Federal Reporting Section, which is responsible for the federal Cash Management Improvement Act and monthly, quarterly, and annual federal reconciliations and reports to compliance agencies. Review of costs claimed and transacted in the California State Accounting and Reporting System, FI\$Cal, the County Expense Claim Reporting Information System, CA800 and SCO legacy data systems and financial records for accuracy. Daily management and oversight of federal reporting on Schedule of Expenditure of Federal Awards Audits, California State Auditor Audits, as well as reporting to private, independent audits and Certified Public Accountant firms. Review of federal reimbursements; and review and preparation of monthly and quarterly federal fund adjustments and transactions. Temporary Assistance for Needy Families block grant and related Maintenance Of Effort matching.
- 10% Represents the Department on an ongoing basis with other state agencies, especially the SCO, on fiscal issues that may impact the Department's ability to make timely disbursements of funds to vendors and local agencies. Monthly review and reconciliation of the General Fund Loan.
- 10% Coordinates and resolves complex fiscal issues and procedures with other Department programs and offices to maintain adequate accountability and control over funds and funding sources as well as supply adequate data for the program managers.
- 10% Manage the Cashiering Unit. Ensure all checks, money orders, cashiers checks, and cash are deposited to Bank of America timely and accurately.
- 5% Reviews proposed and/or finalized state legislation, rules, and regulations for fiscal impact on accounting processes; and coordinates Bureau preparation of YEFS. Manages and reviews Public Records Act requests related to federal funds. Other duties as required.

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B. SUPERVISION RECEIVED:

The Accounting Administrator II receives general supervision from an Accounting Administrator III (Bureau Chief).

C. ADMINISTRATIVE RESPONSIBILITY:

Participates with the Bureau Chief in the management of the Bureau, and represents the Section and Bureau in discussions and/or meetings with other state agencies, counties, and Department programs. Acts for Bureau Chief in his/her absence.

D. PERSONAL CONTACTS:

The Accounting Administrator II has frequent contact with various levels of Departmental staff; state control agencies and other state agencies; and federal agencies and county agencies.

E. ACTIONS AND CONSEQUENCES:

To maintain the integrity of the Department's financial records, it is essential to ensure staff perform accurate and timely work including reconciliations with SCO on a timely basis. Lack of accurate reporting and careful analysis could result in a cash flow shortfall or insufficient state or federal reimbursement to cover all eligible expenditures and could put the Department at risk of audit findings and/or loss of funds and limit the Department's ability to operate critical human services programs.

F. OTHER INFORMATION:

The Accounting Administrator II must have strong communication skills to interact effectively with other Department staff, third party vendors, and various control agencies. Must be able to multitask, meet deadlines, use sound judgment, and draw sound conclusions to effectively perform the various duties of this job.