

**Proposed
Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Administrative Services Accounting Services Branch	
Position Number 441-161-4549-XXX	Location Sacramento	Telework Option Hybrid
Classification Accounting Administrator I (Supervisor)	Working Title Accounting Administrator I, Supervisor	

General Description	
<p>Under the general direction of the Accounting Administrator II, the incumbent provides first line supervision of the accounting office. The Accounting Administrator I (Supervisor) plans, supervises, directs, assigns projects, and establishes priorities of the activities for the department's accounting office. This position manages staff responsible to provide direction, training, development, analysis and maintenance of financial records transacted in Financial Information System of California (FI\$Cal) and State Controller Office (SCO) related to the accounts receivable process for the Cashiering Unit within the Office of Administrative Services transacted.</p> <p>The incumbent manages and oversees the Month/Year-End activities. Upkeeps and identifies improvement in the FI\$Cal system associated to accounts receivable. Communicates with department management and meets with budget staff, program staff, Federal and State auditors, SCO and the Department of Finance to assure proper accounting procedures are followed and implements new procedures when applicable.</p> <p>This position performs as the accounting officer for the Department of Health Care Access and Information (HCAI).</p>	
Supervision Received	Reports directly to the Accounting Administrator II (Supervisor) in the Accounting Services Branch.
Supervision Exercised	Incumbent directly supervises seven professional level staff [one Associate Accounting Analyst, three Accounting Officers (Specialist) , and three Accountant Trainees.]
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of desktop computer and telephones. Frequent face-to-face contact with leadership, management, and staff. Written, verbal, and electronic communications. Mobility to various areas of the department. Extra work hours may be necessary beyond scheduled work hours. Core business hours are 8:00 a.m. to 5:00 p.m.
Job Duties E = Essential, M = Marginal	
45% E	Supervises, plans, organizes, and directs the work /activities for the accounting office. Oversees the accounting processes to include, but not limited to, the preparation and reconciliations of appropriation and fund balances in FI\$Cal to SCO accounts, General Cash and Office of Revolving Fund (ORF), Cash in State Treasury, Accounts Payable and Receivable, Reimbursements, reviews and approves Transaction Requests to SCO, monitor daily cash remittances, timely collection of aging outstanding receivables, and reviews and approves cash movement from Advance Collections to reimbursements. Performs analysis of FI\$Cal reports and accounting operations for

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reasonableness, integrity, accuracy, and timeliness. Analyzes existing processes to ascertain whether the quality of services can be improved or made more efficient.

35%	E	Identifies problems, formulates alternatives, and makes recommendations to maintain fiscal stability and ensure support of financial operations. Handles the more sensitive and complex accounting activities and projects to participate in the development and implementation of accounting policies. Maintains and updates desk and unit procedures plans out-of-office training, and provides in-office training and development activities.
15%	E	Serves as the subject matter expert for accounting processes to help address issues effectively. Ensures that sound financial accounting decisions are made adhering to Control Agencies, State, and Federal rules including departmental program policies and procedures. Perform administrative duties include recruiting, hiring, training, mentoring, resolve performance issues, and developing staff; completing employee evaluations; assessments and training plans; planning and organizing workload and staff resources; supporting management in implementing changes; decision making and completing workload assignments timely and accurately.
5%	M	Performs other related duties as assigned.

Other Expectations

- Adheres to the laws, rules policies and procedures pertaining to the accounting functions and administrative activities in the Accounting Unit.
- Knowledge of accounting principles and procedures to effectively perform complex accounting functions.
- Ability to make sound decisions and recommendations.
- Experience with accounting systems such as FI\$Cal and CalSTARS.
- Excellent written and verbal communication skills.
- Demonstrate strong administrative and organizational skills.
- Maintains good work habits and adheres to all policies and procedures by arriving to work on time and be fully accountable for working an eight-hour day.
- Shows initiative in making work improvements, identifying and correcting errors, initiates work activities.
- Successfully completes work assignments and meets deadlines as required by effectively plan, organize and prioritize work.
- Demonstrates a commitment to performing work in a confidential manner and keep self and management informed of important issues, problems and events.
- Harassment and supports HCAI's commitment to equal employment opportunities.
- Recognizes the needs of others and treats others with respect and dignity by using tact and good judgement and interacting professionally with all levels of management, staff and the public.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, goals, and Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

Supervisor Signature/Date