CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Accounting Administrator I (Supervisor)	Administrative Services Division
Working Title	**IT Domain** (if applicable)
N/A	Accounting Office
Position Number	**Effective Date**
363-100-4549-002	
Name	**Date Prepared**
Vacant	June 18, 2019

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Staff Services Manager III (Fiscal Officer), the Accounting Administrator I (Supervisor), as the first line working supervisor, will plan, organize, direct, and evaluate the operations and accounting activities of the Accounting Office. The incumbent is responsible for the evaluation of complex fiscal activities having impact on accounting operations, policies, and procedures for CalHR and the State Personnel Board (SPB).. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

70% Accounting Oversight (E):

Supervise, plan, direct, and review the operations and activities of the Accounting Office. The activities include, but are not limited to: payroll distribution, timely processing, tracking, and reconciliation of receipts/remittances and accounts receivable, monthly reconciliation of CalHR and SPB funds and general ledger accounts to the State Controller's Office (SCO), monthly reconciliation of bank and office revolving fund accounts; ensure proper and sufficient documentation is maintained for audit purposes; direct and coordinate month-end close and submission of month-end reports to the Budget Office; perform table maintenance for the CalATERS system, including setting up new employees, and working with CalATERS technical staff to resolve complex system issues; timely invoice/voucher processing and payments, monthly reconciliation of encumbrances, timely posting transactions in FI$Cal, and timely replenishment of the office revolving fund.

Analyze and resolve the most complex accounting problems. This includes implementing necessary changes in the accounting procedures to ensure the problems are handled consistently;

closely monitor monthly cash flow for the various funding sources and plan of financial adjustment transactions to the SCO; provide technical advice and consult with department staff on appropriate revenue and expenditure coding and correction requests. Act as primary liaison with FI$Cal, control agencies, and other administrative staff to resolve the most complex technical accounting and reporting issues. Work with the SCO and the Department of Finance (DOF) to ensure that state requirements are established and followed.

15% Supervisory Duties (E):

Recruit, select, train and evaluate the performance of subordinate staff. Promote customer satisfaction and quality service, assist in increasing employee's knowledge base and overall work performance, initiate or recommend changes that promote innovative solutions to meet customer needs and positive team building. Establish and maintain cooperative and professional working relationships with co-workers, departmental management/supervisory staff and staff from other state agencies.

15% General Accounting (E):

Responsible for the coordination, preparation, and completion of the year-end financial statements. Establish a work plan for the process, ensure that critical deadlines are met, share progress information with management. Ensure accurate and timely submission of the year-end statements to SCO. Coordinate preparation and review of the Generally Accepted Accounting Principles (GAAP) entries and reports.

Supervision Received

The Accounting Administrator I (Supervisor) reports directly to and receives the majority of assignments from the Staff Services Manager III (Fiscal Officer). However, direction and assignments may also come from the Staff Services Manager II (Budget Manager).

Supervision Exercised

The incumbent directly supervises two Accounting Administrator I (Specialist), one Senor Accounting Officer, two Accountant Trainees, and one Accounting Technician.

Special Requirements / Desirable Qualifications

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Knowledge of: FI$Cal, CalSTARS, and CalATERS; 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 and techniques of personnel management and supervision; planning, organizing, and directing the work of others.

Ability to: work independently and apply accounting 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 accounting problems; establish and maintain cooperative relationships with co-workers, departmental management/supervisory staff and staff from other state agencies; speak and write effectively; and willingness to accept and complete special short term work assignments, as needed.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. Overtime may be required during year-end process.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date