

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Accounting Administrator II

POSITION NUMBER:

800-623-4542-XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Accounting Systems and Reporting/Fiscal Systems

SUPERVISOR'S NAME:

Cheley Swart

SUPERVISOR'S CLASS:

Accounting Administrator III (AA 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 Office Technician, four Accounting Administrator I, Specialists, two Accounting Administrator I, Supervisors

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.

None

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting Systems and Reporting Bureau (ASRB) 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.

---

#### CONCEPT OF POSITION:

The AA II is responsible for providing overall direction for CDSS' accounting systems (CALSTARS, FI\$Cal, and CEC) and replacement systems; and is responsible for ensuring continued Federal Financial Participation (FFP) for CDSS' State Operations (SO) costs via the maintenance of the annual CDSS SO CAP required for federal approval. This involves developing and maintaining fiscal policies for state administrative processes. The AA II ensures the SO CAP is consistent with CWD's CAP and manages development and maintenance of automated process improvements.

#### A. RESPONSIBILITIES OF POSITION:

- 50% Plans, organizes, manages, and directs Fiscal Systems Section (FSS) staff. Responsible for ongoing Branch maintenance and enhancements of FI\$Cal, CALSTARS, related sub-system databases, and associated CEC claiming system to ensure ability to supply data for compliance with state and federal reporting requirements. Ensures the fiscal integrity and continued efficiencies of various fiscal systems within the Accounting and Fiscal Systems Branch (AFSB), including the coordination, support, and planning for timely completion of the year-end financial statements, audit findings, and legislation reviews. Ensures adequate technical and ad-hoc support to AFSB staff to meet the needs of their organizations such as problem resolution (including, but not limited to, database, ad-hoc reports, data on reports, cost allocation, etc.), process issues resolution, or other needs as identified by staff. Ensures all CDSS funds and accounts are set up in accordance with the annual budget, legislation, and federal CAP. Participates in the development and implementation of the County Expense Claim Reporting Information System (CECRIS) and FI\$Cal. Ensures replacement systems are in compliance with the federal CAP.
- 30% Oversees the development of the annual CDSS SO CAP for CDSS' operational costs and in conjunction with various methodologies, data sources, and CDSS' budget. Ensures SO CAP is approved annually by the federal Department of Cost Allocation and granting agencies. Works in partnership with the Budgets Bureau to ensure the State Operations Budget aligns with SO CAP. Works with the Fiscal Policy Bureau ensuring SO CAP is consistent with the County Welfare Department (CWD) CAP. Reviews any Advance Planning Documents (APDs) or Pre-APDs for inclusion in or consistency with SO CAP. Coordinates with the Office of Systems Integration (OSI) for annual project allocation updates for CAP and inclusion of OSI's CAP into CDSS' CAP.
- 10% Provides guidance and leadership to FSS managers to foster an environment of continuous improvement and customer service for fiscal systems and processes within ASRB and AFSB. Provides timely review and approval of assignments and documents, ensuring accurate and quality products are submitted to the chain of command. Ensures FSS staff provide oversight of all accounting transactions using various tools and methods to ensure quality data in the various accounting systems. Assists in the resolution of complex accounting transaction issues to find appropriate and sound resolutions, while developing staff's skills.
- 5% Provides guidance and leadership to FSS managers and staff to build a strong team environment by setting a good example (e.g., good attendance, punctuality, customer service, flexibility, and resiliency), representing the utmost integrity, maintaining positive staff morale, and organizing team building activities. The AA II works with managers in the development of annual training plans (or updates) and annual assessments for each employee.
- 5% Other duties as required to support AFSB.

---

B. SUPERVISION RECEIVED:

The AA II receives general supervision from an Accounting Administrator III, Chief of the Accounting Systems and Reporting Bureau. The AA II is responsible for the timely completion of assignments in an acceptable format and apprising AA III of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

The AA II is responsible for all management functions within FSS which includes setting goals and objectives consistent with CDSS' mission; establishing workload priorities; planning, controlling, and directing the workload of FSS; and providing for appropriate staffing levels and skills in order to meet workload demands.

D. PERSONAL CONTACTS:

The AA II has daily contact with managers at various levels throughout CDSS, including frequent contact with the Deputy Director and higher levels. Presentations by AA II to executive management on various issues are provided frequently. Additionally, AA II has frequent contact with County Welfare Directors and the County Welfare Directors Association.

E. ACTIONS AND CONSEQUENCES:

Decisions made by the AA II affect the basic integrity of CDSS' accounting and CEC systems. Negotiations with the federal government on cost allocation and claiming issues may save or minimize the loss of federal funds. Management of automated business process improvements will help alleviate workload issues resulting from a reduction of the workforce and having to absorb additional workload.

F. OTHER INFORMATION:

The AA II must be familiar with the accounting requirements for state and federal Funds.