

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Administrative Services	UNIT Accounting	POSITION # 880-600-4549-007	DATE January 4, 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Accounting Administrator I, Supervisor		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Mark Denson			
CURRENT CLASSIFICATION OF SUPERVISOR Accounting Administrator II, Supervisor		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
2	Associate Accounting Officer		
1	Senior Accounting Officer, Spec		
1	Accounting Officer, Spec		
1	Accountant Trainee		
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	<p>Under the general supervision of the Accounting Administrator II (Supervisor), and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan. The Accounting Administrator I (AAI) Supervisor is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customers input when completing work assignments. The General Ledger Unit is responsible for reconciling agency accounting records to the State Controller and State Treasurer records for a complex variety of funds/subfunds and special accounts. Specific responsibilities include:</p>		
25%	<p>Plan, direct, evaluate, and supervise the activities of the General Ledger Unit. Responsible for hiring, training, and evaluating employees; prioritizes workload, provides guidance and facilitates the resolution of the more difficult accounting problems. Prepare the Plan of Financial Adjustment, remit cash, post State Controller's Office journal entries; and prepare year-end financial statements and management reports for the general and multiple special funds. Review and approve reconciliations, provide technical assistance to the staff on appropriate reconciliation procedures. Ensure remittances are made timely and assist staff in analyzing remittance problems. Direct staff in clearing FI\$Cal daily edits and clearing SCO reconciliation items. Coordinate the timely billing of contract reimbursements invoices.</p>		
20%	<p>Supervise the preparation of management reports including the development of new reports as needed for multiple programs, funds, and appropriations. Prepare detailed analyses of fund conditions including revenues, expenditures, and cash flows. On a continuous basis resolves complex accounting issues and answer inquiries from accounting managers/staff, program managers, budget managers, administrative officers, control agencies, and auditors. Analyze new and proposed legislation to determine the impact on accounting records, processes, cash flows, fund conditions, and program requirements. Ensure that all statutory and administrative requirements are followed. Perform systematic review and implementation of internal control procedures for the General Ledger Unit to safeguard state assets. Make recommendations regarding implementation of new programs and changes to existing</p>		

	<p>programs. Regularly attend meetings with program managers and staff to assist in the establishment and implementation of new funds and programs along with fiscal management of continuing programs and funds.</p>
20%	<p>Review FI\$Cal tables for accuracy. Establish table records for new funds and/or programs. Consult with FI\$Cal system analyst and accounting management to resolve problems. Resolve fiscal processing problems and takes the necessary steps to correct procedural problems. Meet with EDP managers and consultants; assists with development of new accounting systems, the enhancement of current systems, processes, and procedures as needed.</p>
15%	<p>Key manager in the planning and coordination of year-end close activities. Assist with the revision of the year-end plan. Consult with control agencies (State Controller's Office (SCO), State Treasurer's Office (STO), Department of Finance (DOF), and Department of General Services (DGS), as necessary to resolve year-end closing issues. Track year-end assignments and ensure that year-end processes are being performed timely. Answer questions and inquiries from accounting staff. Lead bi-weekly year-end meetings.</p>
10%	<p>Primary back-up for Fund Accounting Section manager.</p>
5%	<p>Systematically reviews operations to create greater process efficiencies and improve quality. Develop and maintain desk procedures, workload standards, and performance measures including probation reports, individual development plans (IDP's) and any other performance reporting activities required by the agency.</p>
5%	<p>Other analyses and projects related to the Accounting Branch functions as required. Other duties as required. Occasional overtime during peak periods, such as yearend, may be required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	