



## DUTY STATEMENT

### POSITION INFORMATION

Classification Title	Senior Accounting Officer (Supervisor)
Position Number	415-001-4569-001
CB Identifier	S01
Working Title	Accounting Officer
Division / Unit	Administrative Services / Accounting Operations
<b>Incumbent Name</b>	
Working Location	Auburn, CA
Supervisor/Manager	Amy Lussier, Deputy Executive Officer, Administration
Tenure	Permanent Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	Yes

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.**

### GENERAL DESCRIPTION

The reporting location for the Senior Accounting Officer (Supervisor) (Accounting Officer) position is at the Sierra Nevada Conservancy (SNC or Department) Headquarters Office located in Auburn, CA. Working under general direction, the Accounting Officer is a working supervisor, responsible for the coordination and supervision of subordinate accounting staff and for completing a variety of professional, complex, and more technical tasks to support SNC's accounting and local assistance bond programs. The Accounting Officer is the primary SNC point of contact for all accounting matters with control agencies such as the State Controller's Office, FI\$Cal, and DGS's Contracted Fiscal Services (CFS) accounting office, and advises SNC senior leadership on control agency requirements, reporting, and proposed or required changes.

### JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

#### **30% (E) – Grants Financial Administration**

Completes the most difficult and sensitive tasks and supervises staff in administering grants and other financial agreements. Actively resolves complex issues and problems in the monitoring of local assistance appropriation and grant encumbrances.

- Researches variances between accounting records, tax certs, and payment logs to validate accuracy of expenditure postings and allocation of bond funds.
- Serves as liaison with bond unit and accounting staff regarding all expenditures, encumbrances, and tax certs.



- Performs reconciliations and adjustments of financial records and reports, and gathers data for a variety of financial reports that require analysis and the use of technical systems, including FI\$Cal.
- Provides consultation, advice, and guidance to project leads and grantees on issues related to expenditures, grant budgets, payment terms, and amendments. Responds to inquiries from project leads and grantees on issues related to expenditures, grant budgets, and amendments.
- Alerts project lead and budget office of potential over-expenditures and pending grant expiration dates.
- Works in coordination with the Grants & Reimbursements Unit to maintain the inventory of General Fund grants and enforce SNC retention schedule in compliance with SAM, chapter 1600.
- Assists project leads and budget office in resolving problems that could lead to over-expenditures and/or grant expiration issues.
- Coordinates with Budgets staff on record-keeping and reconciliation to support budgets reporting and projections.
- Ensures oversight of all reimbursable grants, grant reporting, expenditure, and collection monitoring.
- Responds to and assists in resolving problems elevated by FI\$Cal and Department of General Services, Contracted Fiscal Services (CFS) staff.

### **25% (E) – Staff Development, Oversight, and Supervision**

Plans, organizes, and supervises the work of accounting staff in meeting the objectives of SNC's Accounting unit. Provides technical direction to the staff, communicates program goals and objectives, makes recommendations, and sets priorities in coordination with the Department's Strategic Plan and governing statutes. Participates in personal development and skills building training.

- Supervises staff in the development and ongoing operation of established accounting and bond fund programs.
- Conducts staff meetings.
- Reviews staff recommendations, proposals, and project-related work products.
- Participates in employee recruitment, selection, and retention efforts. Assesses training needs, trains and coaches staff.
- Provides employee evaluations.
- Addresses employee discipline, grievance, and other labor relations or sensitive issues.
- Seeks out and successfully completes training to strengthen technical, supervisory and leadership skills.

### **25% (E) – Funding Controls and Reporting**

Ensures appropriate and transparent departmental fiscal controls for all fund sources including local assistance bond funds and General Funds. Oversees accounts receivable activities ensuring grantees and subcontractors are paid accurately and timely. Actively resolves complex issues and problems in tracking and reporting on



funds expenditures. Consults and coordinates with the budget office on reporting activities.

- Receives and reviews regular reports on reimbursement account records, payroll and expense documentation, accounting ledgers, billings, and other miscellaneous financial accounting records to ensure fiscal accuracy and accountability.
- Monitors bond fund reporting through State Bond Units and State Treasurer's Office (STO). Assists in answering questions and resolving problems.
- Reviews Vendor Check Request process and documentation to ensure accuracy and compliance with state and internal policies.

### **15% (E) – Technical**

Plans, organizes, develops, manages, and implements the FI\$Cal program for the Department as it relates to Accounting. Functions as a Subject Matter Expert (SME) for ABCRS and Super User on the FI\$Cal Accounting System.

- Serves as SNC's most skilled FI\$Cal expert and consultant, working with SMEs statewide to advise management regarding FI\$Cal Accounting policy and procedure developments.
- Provides technical expertise and administrative support applicable to FI\$Cal and provides business solutions to management to ensure the goals and objectives of the Department's mission are met.
- Working in conjunction with FI\$Cal, analyzes and resolves issues for components related to bond fund reporting.
- Makes recommendations on new FI\$Cal policies and procedures to account for state and federal reporting requirements, analyzes accounting requirements, and develops procedures to use the system.
- Attends FI\$Cal training, and analyzes the Department's future accounting needs and how FI\$Cal may support the Department in bringing the full accounting function in house.
- Utilizes, develops, enhances, maintains, and updates various departmental databases, spreadsheets, SharePoint, and other software programs as required.
- Requests FI\$Cal access for new users, and role changes as necessary.
- Updates and manages project information in Agency Bond Consolidated Reporting System (ABCRS) and utilizing ABCRS for bond drill reports as needed.

### **5% (M) – Miscellaneous Activities**

Responds to general calls and emails, attends staff meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings.

### **SUPERVISION RECEIVED**

The Accounting Officer is supervised by the Deputy Executive Officer, Administration, but may receive assignments from other members of the management team.



## **SUPERVISION EXERCISED**

The Accounting Officer is responsible for the supervision of subordinate professional, technical, and clerical accounting staff.

## **ATTENDANCE**

Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs as is determined at SNC's sole discretion.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specs)**

Knowledge of: 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 of public finance; business law. Principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: 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 the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively. Plan, organize, and direct the work of others; effectively contribute to the department's affirmative action objectives.

## **OTHER INFORMATION**

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; can act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

## **WORK ENVIRONMENT**

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Travel may be required (including driving or riding in a vehicle) and may require incumbent to be outdoors, occasionally walking on uneven terrain. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

## **TELEWORK ELIGIBILITY AND EXPECTATIONS**

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC



Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

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

**EMPLOYEE ACKNOWLEDGEMENT**

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

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

**SUPERVISOR ACKNOWLEDGEMENT**

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

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_