

DUTY STATEMENT

Deputy Comptroller

Employee's Name				Effective Date
Classification C.E.A. A, Deputy Comptroller				Division/Section/Unit Fiscal Services Division
Immediate Supervisor				Supervisor's Classification C.E.A. B, Comptroller
CBID M01	Class Code 7500	Work Week Group E	Time Base Non-Tenure/FT	Location Sacramento, CA
CalHFA's mission is investing in diverse communities with financing programs that help more Californians have a place to call home.				
<p><u>DIVISION DESCRIPTION</u></p> <p>Fiscal Services safeguards the Agency's cash and investments and provides financial information to the executive team that is vital to the management of the Agency's products and programs. Each year Fiscal Services works with an independent accounting firm to prepare the audit of the Agency's financial data. The division also monitors accounts receivables, accounts payable, general ledger, fund review, and bond indentures. Fiscal Services is responsible for the yearly creation of fully audited financial statements. Additionally, Fiscal Services provides accounting support for large-scale mortgage relief grants like the Homeowner Assistance Fund (HAF) authorized by the American Rescue Plan Act (ARPA) of 2021.</p> <p><u>POSITION SUMMARY</u></p> <p>Under direction of the Comptroller, C.E.A. B, the Deputy Comptroller plans, organizes, and directs the workloads and daily operations of the Fiscal Services Division. The incumbent is responsible for managing all activities of four units which include the Multifamily Accounting Section, Operating, Budgets and Insurance Unit, Financial Reporting and Bond Administration Section and Single Family Accounting Section.</p>				
<i>Conduct, Attendance and Performance Expectations</i>				
<p>This position requires the incumbent to maintain acceptable, consistent, and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct. Must maintain regular and acceptable attendance at such level as is determined at the Agency's sole discretion. Must be regularly available and willing to work the hours the Agency determines are necessary or desirable to meet its business needs.</p> <p>2 CCR § 172 – General Qualifications, states in pertinent part: The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.</p>				
<i>Percent of Time</i>		<i>Activity</i>		
50%		<p>ESSENTIAL FUNCTIONS Fiscal Operations Oversees the administration of the Home Mortgage Revenue Bonds, Multifamily Housing Revenue Bonds, accounting for the Homeownership loan programs and Multifamily loan programs. Ensures compliance with accounting and administration of IRS tax laws of housing bonds and other complex bond issues</p>		

Employee's Name	
Classification C.E.A. A, Deputy Comptroller	Division/Section Fiscal Services
	<p>including elements such as cross-calls, default refunding/refinancing, derivative products/interest rate swaps, and variable rate bonds. Formulates and reviews significant fiscal policy and program management, especially those concerning bond financing. Provides data to internal and external stakeholders and assists in the preparation of quarterly financial statements and yearly financial statements including review of fund and indenture transfers, adjusting entries to the general ledger, and reviewing the yearly financial reports to the State Controller's Office, Department of Finance, and Government Finance Officers Association submission for Certificate of Excellence of Financial Reporting. Maintains the derivatives "book" and administers individual contracts with counterparties. Reviews bond issuance documentation and preparation of detailed bond closing instructions to ensure the accuracy. Administers contracts (third party service providers) and other arrangements related to debt issuance. Ensures the accuracy of calculation and payment of invoices and other bond indenture disbursements. Prepares all tax compliance calculations including arbitrage rebate and yield reduction and all bond indenture calculations for bond redemptions and measures equity in the balance sheet. Reviews new Single Family and Multifamily loan products and sources of new funding (including use of credit facilities) to determine appropriate accounting treatment. Processes and services Multifamily and Single Family loans including loan setup, cash receipts and deposits, remittance of funds to appropriate investment options, reconciliation and administration of trust account bond debt service and redemptions for bond financing programs. Reconciles and administers custodial accounts for various non-bond funded financing programs. Processes and warehouses Single Family and Multifamily loan purchases, funding and portfolio reconciliations including down payment assistance loans from multiple funding sources. Coordinates with internal staff and reviews annual independent audits or agreed-upon procedures performed by private CPA firms or the California State Auditor.</p>
45%	<p><u>Staff Supervision</u> Manages the staff and activities of the Fiscal Services Division to ensure efficient operation of the Division. Supervises staff directly and through intermediate supervisors/leads by developing/maintaining current duty statements, establishing performance expectations, providing on-the-job training, evaluating performance, and conducting progressive discipline as appropriate. Promotes team building and staff development through formal training and assignments. Facilitates collaborative and cooperative working relationships and positive responses to changes. Oversees work activities and provides policy, technical, and procedural direction to ensure accurate, effective, and efficient customer services and work products. Reviews, provides feedback and approves draft and final work products including, but not limited to, reports, correspondence, requests for proposals and contracts. Interviews qualified candidates for vacant positions and hires the best qualified candidates for the work to be performed.</p>
5%	<p>MARGINAL FUNCTIONS Participates in management and staff meetings, attends training, and performs other related duties as required. Participates in agency management activities and decisions. Participates in the annual Business Plan and Budget processes. Advises on agency policies and procedures. Represents the agency in meetings. Assists in presentations for the CalHFA Board.</p>
	<p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <ul style="list-style-type: none"> • Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program. • Ability to plan, organize, and direct the work of multidisciplinary professional and administrative

Employee's Name		
Classification C.E.A. A, Deputy Comptroller		Division/Section Fiscal Services
<p>staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.</p> <p>WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED</p> <ul style="list-style-type: none"> • Occasional overnight travel. • Work in a high-rise building. • Use computer keyboard and read from computer screens several hours a day. • Vacation restriction during financial audit period. Additionally, requests may be limited during the creation of the Agency's Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR). • Work in confined/restricted working environment. <p><i>The following abilities are for most positions with or without an accommodation:</i></p> <ul style="list-style-type: none"> • VISION – You must have sufficient vision to perform the following duties; prepare various forms; proofread documents; read printed material, read from computer screen, and read handwritten materials. • HEARING – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction. • SPEECH – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction. • BENDING, STOOPING, KNEELING – You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper. • SITTING OR STANDING – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position. • CONCENTRATION – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents. <p>PERSONAL CONTACTS</p> <ul style="list-style-type: none"> • Daily contact with all levels of departmental staff, and as well as representatives from other State and county agencies. <p>SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Designated under Conflict of Interest Code. 		
SUPERVISOR ACKNOWLEDGEMENT:		
I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement		
Supervisor's Name	Supervisor's Signature	Date
EMPLOYEE ACKNOWLEDGEMENT:		
I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health		

Employee's Name		
Classification C.E.A. A, Deputy Comptroller	Division/Section Fiscal Services	
consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a 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 Human Resources.)		
Employee's Name	Employee's Signature	Date
ANALYST'S STATEMENT: I have reviewed this Duty Statement.		
Analyst's Name	Analyst's Signature	Date