

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Administrative Services	UNIT Accounting	POSITION # 880-600-4552-007	DATE 06/2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Accounting Administrator I (Specialist)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Heather Bell			
CURRENT CLASSIFICATION OF SUPERVISOR Accounting Administrator III		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
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		
30%	<p>Under the general direction of an Accounting Administrator III and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Independently conduct research, analyze, formalize, document, and maintain procedures for accounting functions and processes. Consult with Accounting management and Senior Accounting Officers on specific subject-matter areas to improve business processes and ensure procedures are consistent with State rules and policies. Produce well written and clearly understood formal procedures that communicate defined business processes for Accounting staff to follow. Test new or updated procedures and business processes by performing the actual duties or assisting other Accounting staff. Evaluate and analyze control agency updates, including but not limited to, the Uniform Codes Manual, State Administrative Manual, Water Code, CalHR and State Controller's Office regulations, and Fi\$Cal Job Aids. Evaluate and analyze system process changes, advise management on the impact of potential changes, and make process and procedural modifications, as directed. Prepare updates to Administrative Procedures Manuals, other manuals, and training guides. Prepare and present staff trainings to ensure staff are familiar with procedures and can implement processes accurately and timely. Help to coordinate and communicate expectations on processes and the responsibilities of their unit and other units. This may include, but is not limited to, payments, receipts, receivables, monthly reconciliations, fund corrections, report preparation, and financial statements.</p>		
30%	<p>Ensure non-accounting customers have a working knowledge of accounting procedures and processes. Customers may include staff working in a wide range of Water Boards programs, such as Budgets or external drinking water and water quality funding programs. Document accounting procedures and processes for customer use. This may include, but is not limited to, allocations, year-end,</p>		

<div>30%</div> <div>5%</div> <div>5%</div> <div> Employee Signature: _____ Date Signed: _____ </div>	<p>appropriations, management reports and expenditures. Prepare and present training modules to staff in other programs to ensure they are familiar with accounting procedures, deadlines, and their role in ensuring processes are completed in a timely and accurate manner. Draft procedures notifications for distribution to customers to communicate deadlines and process/procedural changes clearly and accurately.</p>
	<p>Analyze the information and reports available in Fi\$Cal. Identify gaps in currently available reports. Consult with Accounting and program staff and management to understand business needs. Recommend, request, and work with control agencies to develop and implement new Fi\$Cal reports. This may include Fi\$Cal reports for program management, financial reporting, and control agency needs—including Department of Finance (DOF), California Department of Technology (CDT), and CalHR. Test new reports to ensure data accuracy and that the reports meet Water Boards management, staff, and program needs. Review allocation, yearend, appropriation, management, expenditure, and ad hoc reports prepared by Accounting sections before they are released to internal and external customers. Train and provide guidance to Accounting staff on running, interpreting, and presenting report results. Prepare and present training of FI\$Cal reporting procedure and best practices.</p>
	<p>Serve as a key member of the internal control committee. Make recommendations regarding internal control procedures and workflow processes and internal control procedures. Assist with records retention process and maintenance of accounting reference material.</p>
	<p>Other duties as assigned. Overtime during peak periods, such as yearend, may be required.</p>