



Classification: Accounting Administrator II
 Position Number: 880-600-4542-006

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-600-132	Classification Title: Accounting Administrator II	Position Number: 880-600-4542-006
Incumbent Name: Vacant	Working Title: Accounting Administrator II	Effective Date: March 2024
Tenure: Permanent	Time Base: Full Time	CBID: S01
Division/Office: Division of Administrative Services/Accounting		Section/Unit: Transactions Section 2
Supervisor's Name: Jamie Little		Supervisor's Classification: Accounting Administrator III

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement

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.

Position Description

The Accounting Administrator II plans, directs, and supervises the activities of the Tanks Payment Unit, Contracts Payment Unit, and the Loans and Grants Unit. Directly supervises 3 Accounting Administrator I Supervisors and indirectly supervises 28 various rank and file accounting positions. Responsible for hiring, training, establishing performance goals, evaluating employees, and prioritizing workload. Facilitates and resolves sensitive payment issues. Reviews loans, grants, contracts, purchase orders, for disbursement and encumbrance transactions. Oversees disbursement and encumbrance reconciliation. Responsible for the 1099 trimester/annual reporting as well as the annual late payment penalty reporting. Establishes the parameters staff use to encumber contracts, purchase documents, loans and grants, audits and schedules payments to vendors, contractors, and local agencies. Ensures that financial records and reports comply with state and federal rules and regulations. Develops policy to ensure compliance with the State Administrative Manual and government code and analyzes new and proposed legislation to determine fiscal impact.



Essential Functions (Including percentage of time):	
30%	Oversee the planning, prioritizing of workload, training, and provide short- and long-term objectives for the development of staff including establishing performance goals for the Tanks Payment Unit, Contracts Payment Unit, and the Loans and Grants Unit. Facilitates and resolves sensitive payment issues. Reviews loans, grants, contracts, purchase orders, for disbursement and encumbrance transactions. Oversees disbursement and encumbrance reconciliation. Responsible for the 1099 trimester/annual reporting as well as the annual late payment penalty reporting. Establishes the parameters staff use to encumber contracts, purchase documents, loans and grants, audits and schedules payments to vendors, contractors, and local agencies.
25%	Review documentation and reports to ensure findings and recommendations are well presented and documented. Ensure the reliability of the financial records and reports comply with both state and federal rules and regulations. Review monthly disbursement and encumbrance reconciliations and month end close preparations for Accounts Payable and Purchase Order modules in FI\$Cal. Constantly evaluate current accounting processes to ensure they are meeting the needs of the department. Develop policies for the unit to standardize procedures and implement internal controls.
15%	Develop policy as necessary to ensure compliance with State Administrative Manual and government code. Analyzes new or proposed legislation to determine fiscal impact. Reviews bill analysis on legislation. Assures that policies and procedures provide for adequate internal control. Assign staff to respond to audit inquires. Identify and proposes options to improve the efficiency and consistency of accounting process and procedures.
15%	Develop presentations for the Regional Accounting Officers quarterly meetings. Prepare correspondence and provide advice to management, vendors, control agencies, grant and program managers, and auditors.
10%	Maintains the Reportable Payment Program (reviewing and approving the files provided to the State Controller's Office for interfacing to FI\$Cal/Franchise Tax Board for generating 1099 Tax forms). Maintains the Late Payment Penalty Program (reviewing and approving the interest penalties for late payment processing, responds to audits performed by the Department of General Services). Oversees the preparation of the 1099 trimester/annual reporting and the annual late payment penalty reporting. Monitors Accounting Office Expenditures.
Marginal Functions (Including percentage of time):	
5%	Perform other related duties as required to fulfill the department's mission, goals, and objectives. Additional duties may include, but are not limited to, special assignments. Over time during year end may be required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a work-issued laptop and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 40 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Occasional evening and weekend work may be necessary during peak periods such as year-end closing or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy this position is currently eligible for telework.



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Supervisor Statement

I certify this duty statement represents 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 Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES **NO**

Employee Name	Employee Signature	Date