

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: July 2025
Classification: Accounting Administrator III	Position: 673-820-4545-001
Division/Office: Fiscal Services Division/Accounting Branch	CBID: M01
Section: Accounting Branch	
Supervisor Name: Edna Murphy	Supervisor Classification: C.E.A.

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict-of-Interest Code.
- ☐ Duties performed may require physical pre-employment.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

2 Accounting Administrator II, 2 Accounting Administrator I (Specialist)

Total number of positions in Section/Branch/Office for which this position is responsible: 43

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The purpose of the Accounting Branch is to perform accounting services including financial reconciliation, support of centralized services for all BDO's for reimbursable contracts and procurement, invoice payments, California Finance Information System for California (FI\$Cal) table maintenance support and financial records management, accounts receivable for the California Air Resources Board (CARB) and California Environmental Protection Agency (CalEPA) which includes revenues, reimbursements and abatements, employee payroll and travel, specialized activities include: subvention processing and disbursements, grant disbursements for multiple specialized programs (Carl Moyer, CUPA, AQIP, Prop 1B, etc.), special accounting of specific funds called out by the legislature, such as Global Warming Solutions Act of 2006 (AB 32) activities in the Air Pollution Control Fund (0115), Cost of Implementation Fund (3237), and Greenhouse Gas Reduction Fund (3228,) where Cap and Trade administering the Cap and Trade fund for the State of California.

CONCEPT OF POSITION: Under the general direction of the Fiscal Services Division Chief, the Accounting Administrator III directs and supervises the Accounting Administrator I's of the Accounting Branch, formulates, recommends, and participates in setting the organization's financial policies, and serves as the Accounting Officer of the CARB and the Office of the Secretary for the CalEPA.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% E	Independently manages the CARB and CalEPA Accounting Branch. Responsible for the development, administration, and monitoring of the department's highly complex accounting operations. Responsible for developing and administering the accounting and fiscal systems of CARS and CalEPA. Collaborates with executives and other managers; introduces and recommends policy-level changes with statewide accounting issues, analysis of legislation and regulations, serves as liaison to fiscal control agencies, responds to audits, implements corrective action plans, and provides expert advice and guidance for staff and other department program managers. Coordinates and directs accounting managers and staff on various accounting activities and projects; conducts manager and all staff meetings to communicate information, ensures goals and priorities are

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	established and accomplished by managers and staff; establishes timelines to ensure accounting activities are performed in a timely manner; delegates work and monitors workflow to ensure timeliness of completion.
30% E	Plan and organize activities to ensure the fiscal integrity of accounting data; ensures accounting data complies with accounting principles, State Administrative Manual (SAM) guidelines, and other rules governing State fiscal activities, establishes and/or maintains appropriate internal controls, including separation of duties; analyzes monthly Fi\$Cal reports and accounting reconciliations for reasonableness, accuracy, and timeliness of fiscal year-end accruals.
15% E	Recruits, interviews, and selects staff to fill vacancies; mentors and/or provides training to develop staff skills and knowledge; evaluates work performance by giving verbal and/or written feedback, completing probationary reports, and Individual Development Plans etc.; initiates disciplinary actions when required to address work performance and/or behavior issues in the workplace. Handles the sensitive and/or more complex personnel issues.
10% E	Negotiates directly with senior management and control agency staff to maintain the department's fiscal integrity. Insures the proper accounting of financial transactions and presentation of the CARB and CalEPA monthly reports and annual financial statements in accordance with State legal requirements and Generally Accepted Accounting Principles (GAAP). Oversee the development and oversight of the financial accounting systems.
5% M	Other duties as required under the scope of the classification, including representing the Division Chief in their absence.