

DUTY STATEMENT



☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Accounting Administrator I (Supervisor)		WORKING TITLE Accounts Receivable Manager		
PROGRAM NAME Office of Fiscal Services			UNIT NAME Accounts Receivable Unit	
ASSIGNED SPECIFIC LOCATION 455 Golden Gate Avenue, 10th Floor San Francisco, CA 94102			POSITION NUMBER 400 – 101-4549-XXX	
BARGAINING UNIT S01	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general supervision of the Accounting Administrator II, the Accounting Administrator I (Supervisor) plans, organizes, manages, and directs the activities of professional staff in the Division of Occupational Safety & Health (DOSH), Division, Division of Labor Standards & Enforcement (DLSE), and Elevator (EV) - Pressure Vessel (PV) - Amusement Ride & Tramway (ART) Accounts Receivable Units. Duties include but are not limited to

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	<p>Delegates work assignments, establishes priorities, and reviews the work activities of professional, analytical, and semiprofessional accounting staff in order to perform regular maintenance of accounts receivables that are issued by the district offices for the Elevator, Pressure Vessel, Amusement Ride & Tramway, Occupational Safety and Health Administration (CalOSHA), and Division of Labor Standards & Enforcement programs.</p> <p>Oversees the processing of write-offs for accounts that have met discharge from accountability requirements. Works with staff, reviewing both outstanding accounts receivable reports and cash receipts reports to ensure that accounting subsystems as well as the Centralized Accounts Receivable System (CARS) reconcile to the Financial Information System for California (FI\$Cal). Participates in discussions with the Office of Information Systems as necessary to carry out regular maintenance and/or enhancements of accounting subsystems. Serves as a liaison to the Elevator, Pressure Vessel, Amusement Ride & Tramway, Division of Occupational Safety & Health (DOSH) and Division of Labor Standards & Enforcement (DLSE) on various accounting matters.</p>
25%	<p>Participates as the Hiring Manager for the Accounts Receivable Unit. Prepares the Recruitment and Hiring Request form, job bulletin requests, duty statements, scores job applications, and interviews candidates. Trains and evaluates employee performance while providing feedback on areas for improvement or areas of praise. Also establishes goals for each unit to maintain workload expectations, such as but not limited to the timely recording of state revenue. Conducts regular meetings to</p>

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	<p>track workload progress from staff and identifying areas where work may stall and finding solutions to prevent delay to month-end close or year-end close. Reviews the State Controller's remittance reports to ensure state funds are remitted timely to the appropriate state fund and provides guidance to staff on the resolution of the more difficult accounting transactions. Regularly seeks updates from staff on resolution status for outstanding bank reconciling items.</p> <p>Assists in developing new accounting subsystems and oversees the implementation of new procedures, ensuring the accounting procedures manual is updated. Serves as the unit's primary contact person between Department of Finance, State Controller's Office, State Treasurer's Office and Department of FISCAL on FISCAL procedures and practices to ensure accounting transactions for the above work units conform to the State's uniform accounting system, Generally Accepted Accounting Principles, and the State Administrative Manual. Reviews labor code changes in collaboration with DOSH & DLSE to determine fiscal requirements needed to account for new program revenues or changes to existing revenues, to satisfy State and Federal reporting requirements.</p>
20%	<p>Implements and enforces internal accounting controls in order to detect, correct, and prevent fraud or errors which could cause a decline in the State's fiscal credibility; expenditures to be erroneously or inappropriately made; revenue to be delayed, uncollected or lost; etc.</p> <p>Meets regularly with the Accounting Administrator II, Chief of Accounting, Chief Financial Officer, Chief of Administration and other Division and Section Managers (Budget Manager, Personnel Officer, Contract Manager, Program Managers, etc.) to discuss and resolve policies, procedures, personnel issues, and the coordination of various accounting functions. Participates in long-range and short-term proposals and strategies.</p>
15%	<p>Reviews accounting reports and reconciliations to monitor the quality of accounting data. Communicates discrepancies to staff in order for corrections to be made. Consults with control agencies regarding fiscal matters and the "follow-up" work for improving operations which is necessary to effect compliance with legal or regulatory requirements in response to their audit findings and recommendations (i.e., State Controller's Office, Department of Finance, State Treasurer's Office, California State Auditor's Office, and Federal audit agencies). Analyzes audit findings, or reviews, and makes recommendation for improvements to the Accounting Administrator II.</p> <p>Serves as the key manager in the planning and coordination of year-end close activities for the accounts receivable units. Assists with the revision of the year-end plan as necessary. Tracks year-end assignments and ensures that year-end processes are being performed timely.</p>
Percentage of Time Spent	Marginal Job Functions
5%	Performs other duties as required.

Conduct, Attendance, and Performance Expectations

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This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) and with tact in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Supervision Received

The incumbent reports directly to the Accounting Administrator II, and may receive direction from the Accounting Administrator III and/or Chief Financial Officer.

Supervision Exercised

Supervises professional or analytical and semiprofessional accounting staff, including Senior Accounting Officer (Supervisors), Associate Accounting Analysts, Senior Accounting Officer (Specialists), Accounting Officer (Specialists), Accountant Trainees, and Accounting Technicians.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an office setting. The incumbent will work in an air-conditioned, high rise building in a cubicle with natural and artificial lighting where typical work requires prolonged use of a computer, telephone, and interaction with co-workers.

Special Requirements/Other Information

N/A

Physical Abilities

The incumbent must sit/stand and use a computer for extended periods.

Additional Requirements/Expectations

All DIR 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 any time they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Personal Contacts

The incumbent will have daily contact with Accounting Section Management and staff and interacts as needed with the Division of Occupational Safety & Health (DOSH), Division, Division of Labor Standards & Enforcement (DLSE), and Elevator (EV) - Pressure Vessel (PV) - Amusement Ride/Tramway (ART).

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

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Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

MA

C&S Analyst Initials

9/16/2025

Approval Date