



Classification: Accounting Administrator I Spec
Position Number: 880-600-4552-008

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-600-026	Classification Title: Accounting Administrator I (Specialist)	Position Number: 880-600-4552-008
Incumbent Name: Vacant	Working Title: Accounting Administrator I (Specialist)	Effective Date: October 2025
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Division of Administrative Services/ Accounting Branch		Section/Unit: Fund Unit
Supervisor's Name: Mark Denson		Supervisor's Classification: Accounting Administrator II

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: October 2025

General Statement
Under the general supervision of an Accounting Administrator II 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 I (Specialist) serves as the main accounting expert for General Obligation Bond Funds. The position is responsible for coordinating the work of the Bond Team and is responsible for advising Accounting Management with regards to the fiscal activities related to General Obligation Bond Funds. The incumbent prepares monthly reconciliations of FI\$Cal expenditures, receipts, encumbrances, and loans for Bond funds; reconciles and remits cash; review Bond Act legislation and advises management of potential impacts on accounting systems; and provides special analysis of revenues, expenditures, and projected cash flow for the bond coordination team within the Water Boards. They will also serve as a key member to centralize bond accounting by assisting with the maintenance and modification of the Loans and Grants Tracking System (LGTS).
Essential Functions (Including percentage of time):



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25%	As one of the unit experts, coordinate and oversee the work of the Bond Team, which includes training and evaluating staff, prioritizing bond workload, and serving as the agency's accounting expert on Bond Funds. Perform detailed analysis, evaluation, and modification of accounting processes needed to post encumbrances, expenditures, and revenues for the most complex Bond Fund loans and grants to ensure compliance with State financial reporting requirements. Perform detailed analysis of revenue and expenditure projections including Bond Fund Loans to ensure that state cash requirements are met. Analyze State Controller's Office journal entries to verify that the postings are valid and prepare the necessary entries to post to FI\$Cal. Reconcile and remits cash. Reconcile cash to appropriation authority to assure that Budget Act appropriations reduce overall bond appropriations correctly and prepare necessary adjustments. Analyze, calculate, and prepare the Plan of Financial Adjustment and associated cash transfer letters. Prepare monthly reconciliation of FI\$Cal expenditures, receipts, encumbrances, and loans for Bond funds.
20%	Review Bond Act legislation and advise Accounting Management of potential impacts to accounting systems. Analyze special conditions in Bond Act appropriations, review Bond Fund program expenditure proposals, and consult with the State Treasurer's Office, the State Controller's Office, and other state agencies to set up new Bond Fund accounts. Develop, modify, and prepare complex monthly cash management reports. Prepare annual year-end financial statements. Frequently represents the Accounting Office in meetings with program managers, auditors, IT consultants, and control agencies.
20%	Propose modification of accounting systems and processes when necessary. Use a broader understanding of the accounting operation to add/modify Bond appropriations to related subsidiary information systems FMS and LGTS. Troubleshoot, identify, and resolve database issues to ensure accurate reporting of accounting activity in subsidiary receipts systems. Ensure proper system interfaces and reconciliation with FI\$Cal. Serve as a key member of LGTS implementation/modification project team to centralize bond accounting. Analyze and make recommendations regarding configuration of LGTS. Coordinate Bond Team testing of LGTS modules. Prepare new procedures and train accounting staff.
15%	Respond to audit concerns or findings and develop necessary procedures, systems changes, and enhancements to correct audit findings. Ensure compliance with Generally Accepted Accounting Procedures.
15%	Provide special analysis of revenues, expenditures, and projected cash flows for the Budget Office. Provide back up for the Accounting Administrator II as requested.
Marginal Functions (Including percentage of time):	
5%	Perform other duties and projects related to the Accounting Branch functions as required. Overtime during year end may be required to assist other units.
Typical Physical Conditions/Demands:	



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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, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during peak periods such as year-end 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.

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 Name	Employee Signature	Date