



Classification: Accounting Administrator I (Sup.)
Position Number: 880-600-4549-013

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-600-041	Classification Title: Accounting Administrator I (Supervisor)	Position Number: 880-600-4549-013
Incumbent Name: Vacant	Working Title: Accounting Administrator I (Supervisor)	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S01
Division/Office: Administrative Services Division, Accounting Branch		Section/Unit: SRF & Systems / Systems Team
Supervisor's Name: Denise Walker		Supervisor's Classification: Accounting Administrator II

Human Resources Use Only:	
HR Analyst Approval:	Date:

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 (Supervisor) is responsible for planning, directing, and evaluating the work of the Systems Team within the Division of Administrative Services' Accounting Branch. The incumbent supervises 4 staff members of various Accounting classifications. The unit is responsible for maintaining FI\$Cal and its integration with subsidiary fiscal systems along with the processes necessary to interface with information systems. The unit is responsible for assisting with integrating various PC software, for processing timesheets, providing help desk support for various fiscal systems, developing and maintaining the complex fiscal reports necessary to manage the Water Boards' many complex funding sources, and modernizing the Water Boards' financial systems.

Essential Functions (Including percentage of time):

30%	<p>Plan, direct, evaluate, and supervise the activity of the Systems Unit. Responsible for hiring, training, and evaluating employees; prioritize workloads, provide guidance and facilitate the resolution of the more difficult accounting systems issues. The unit is responsible for maintaining FI\$Cal/CalSTARS and its integration with subsidiary fiscal systems, including FMS, LGTS, Bizflow, CalATERS, AFBS, RUST, and SCP, along with processes necessary to interface with information systems (e.g., CIWQS, SMARTS, GeoTracker, eWRIMS, and the Budget System). The unit is responsible for assisting with integrating PC software Monarch, Passport, FTP Pro, Crystal, Visio, Adobe, and Microsoft Office; and the equipment needed for accounting staff to access the fiscal systems. The unit is responsible for timesheet processing. The unit is responsible for overseeing the maintenance of intranet content and providing help desk support for FMS, CalATERS, Bizflow, and LGTS. The unit is also responsible for developing and maintaining complex fiscal reports necessary for program managers to manage the Water Boards' many complex funding sources. Prepares plans for integrating and modernizing the Water Boards' financial systems to meet FI\$Cal needs. Prepares analytical studies to formulate and revise existing processes and systems. Prepares complex analytical studies, including Feasibility reports and business requirements, for information technology contracts. Assumes primary responsibility for coordinating and managing all aspects of accounting fiscal system implementation efforts, including coordinating with accounting, budget, information technology, program management staff, and outside consultants, auditors, and control agencies.</p>
30%	<p>Serves as the project manager for the more complex systems implementations. Oversees contract management for systems related projects and acts as contract manager for more complex systems related projects. Develops and monitors work plans. Monitors implementation activities, resources, and timelines. Manages system setup activities and assists with developing roll out plans and training tools. Coordinates the development and maintenance of accounting systems procedures manuals. Oversees systems development and modification projects assigned to Associate Analysts and other accounting staff. Serves as the accounting liaison for accounting related aspects of systems projects overseen by other Water Boards organizations.</p>



20%	Oversees consultations with Department of Finance system analysts, fiscal systems consultants, and information technology managers to handle system problems and integration issues. Works with accounting and information technology management to identify issues and later makes recommendations for needed systems modifications. Researches accounting systems used by other governmental entities along with best business practices and makes recommendations for modernizing the Water Boards' accounting systems. Researches legislation pertaining to fiscal systems matters and revises accounting procedures to conform. Coordinates with the Division of Information Technology PC and equipment maintenance and support. Coordinates the maintenance of the Accounting Branch intranet site including developing and publishing reports, consulting with accounting managers and supervisors to develop content. Develops the most complex system process documentation and training modules.
5%	Oversees and monitors the most difficult systems table maintenance and error corrections. Develops the most difficult Monarch models; year-end close/open processes; special research and expenditure adjustments; IDC adjustments and analysis; and records retention and reference materials.

Marginal Functions (Including percentage of time):

5%	Provides back up for the Accounting Administrator II as requested.
5%	Leads the accounting internal control advisory team. The advisory team reviews, analyzes, develops, and maintains internal control procedures for all accounting systems and processes.
5%	Perform other duties as required. Other special analyses and projects related to the Accounting Office functions as assigned. Occasional overtime during peak periods, such as year-end, may be required.

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, 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.



Classification: Accounting Administrator I (Sup.)
Position Number: 880-600-4549-013

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