

## State of California - Department of Social Services

**DUTY STATEMENT**EMPLOYEE NAME:  
**VACANT**

CLASSIFICATION: <b>Accounting Administrator I, Supervisor</b>	POSITION NUMBER: <b>800-624-4549-002</b>
DIVISION/BRANCH/REGION: <i>(UNDERLINE ALL THAT APPLY)</i> <b>Finance and Accounting/Accounting and Fiscal Systems</b>	BUREAU/SECTION/UNIT: <i>(UNDERLINE ALL THAT APPLY)</i> <b>Acctng &amp; Auto Support/FI\$Cal and Systems/FI\$Cal Operations</b>
SUPERVISOR'S NAME: <b>KIM LEE</b>	SUPERVISOR'S CLASS: <b>Accounting Administrator II</b>

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*  
None
- Other *(Explain below)*

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

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

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one):*

- None
- Supervisor
- Lead Person
- Team Leader

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

Two Associate Administrative Analysts, Accounting Systems; three Associate Accounting Analysts; two Accountant Trainees/Accounting Officer, Specialists; and one Student Assistant.

Total number of positions for which this position is responsible: **Eight.**

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The Accounting and Automation Support Bureau actively participates in the County Expense Claim Reporting Information System (CECRIS) Project from start to finish following the Agile-SCRUM methodology; and contributes in the procurement process and monitors contract obligations and deliverables to ensure efficient compliance with all guidelines, rules, and regulations. Utilizes the newly automated time reporting system, Employee Service Center, to streamline the labor distribution process which ensures the fiscal integrity of the cost allocation and FI\$Cal month end/year end processes; and ensures cost allocation processes adhere to federally approved methodology for the State's Cost Allocation Plan and remains in line with the Budget Act on behalf of the Department. Provides financial reports and analysis to stakeholders and Department end users to support the Accounting and Fiscal System Branch's mission.

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**CONCEPT OF POSITION:**

Under general supervision of the Accounting Administrator II (AA II), the Accounting Administrator I, Supervisor (AA I-Sup) is responsible for performing complex assignments related to CDSS accounting systems; technical support and consultation to fiscal and accounting staff regarding accounting tools and applications; and reviewing state and federal legislation and regulations for impact to financial processes. Participates in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and the Financial Information System for California (FI\$Cal) projects to meet daily operational needs, including oversight of year-end activity for AFSB. Oversight of Cost Allocation Plan (CAP) accounting data.

**A. RESPONSIBILITIES OF POSITION:**

- 25% Plans, organizes, and directs the activities of the FI\$Cal Operations Unit. This includes oversight of employees responsible for FI\$Cal table maintenance, data entry, time reporting, and database administration for various subsidiary systems, including system application activities (i.e., database creation, operation, enhancement and maintenance). These functions are performed for CDSS and two other agencies.
- 25% Develops and implements procedures, manuals, and subsequent modifications that result from legislative, budgetary, or fiscal policy actions. Documents existing system processes and procedures. Makes recommendations to management for attaining efficiencies through automation. Performs system analysis and plans, develops, implements, tests, and documents automated solutions. Assists in the preparation of the Department's State Operations CAP; reviewing Department automation project plans and contracts; and developing fiscal procedures.
- 20% Provides technical assistance and information to CDSS staff, management staff, and state and federal control agency staff on fiscal activities, issues, and reports. This includes explanations of FI\$Cal; departmental state and federal policies and procedures for fiscal activities; and associated methodologies, accounting automation and related tools.
- 10% Conducts trainings for CDSS staff in the form of individual trainings, presentations to functional groups, and bureau level groups. Training involves verbal presentations and the development of any visual or written aids as required.
- 15% Serves as a CDSS representative in the resolution of fiscal issues and problems in conjunction with the Department of Finance's FI\$Cal analyst. Participates and represents CDSS in work groups, projects, and meetings as necessary to monitor CDSS wide activities. Ensures that accounting operational concerns and issues are addressed in the correct manner.
- 5% Other duties as required to support the Accounting and Fiscal Systems Branch

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**B. SUPERVISION RECEIVED:**

The AA I-Sup receives general supervision from the AA II. The AA I-Sup is responsible for the timely completion of assignments in an acceptable format and apprising the AA II of workload status on an ongoing basis.

**C. ADMINISTRATIVE RESPONSIBILITY:**

Two Associate Administrative Analyst (Accounting Systems), three Associate Accounting Analysts, two Accountant Trainee/Accounting Officer, Specialists, and one Student Assistant.

**D. PERSONAL CONTACTS:**

The AA I-Sup has contact with federal control agency staff, and CDSS fiscal and program staff on a regular basis. This contact is primarily technical in nature and generally deals with complex and sensitive issues. The AA I-Sup works with other state agencies' fiscal and program staff, and state, federal, and private sector audit and consultant staff, as needed.

**E. ACTIONS AND CONSEQUENCES:**

If the duties performed by the AA I-Sup are inadequate, the consequences will affect cost data and information that will be made and entered into CDSS' accounting system. The ramifications of inadequate work will affect the timeliness, accuracy, and integrity of CDSS' financial statements and reports. Errors of this nature can adversely impact CDSS' ability to make payments, report to the federal government, and place CDSS at risk of audit exceptions and loss of federal and state funding.

**F. OTHER INFORMATION:**

This position requires strong analytical, written, verbal, interpersonal, and supervisory skills. Experience with personal computers and knowledge of PC applications, and FI\$Cal is also required.