

**DEPARTMENT OF JUSTICE  
DIVISION OF OPERATIONS  
OFFICE OF FISCAL SERVICES  
ACCOUNTING OFFICE  
DUTY STATEMENT**

**NAME:**

**JOB TITLE:** Accounting Administrator II

**UNITS:** Financial Reports/ Travel/ Grants/ AP

**UNIT SUPERVISOR:** Accounting Admin III

**POSITION NUMBER:** 420-023-4542-002

**STATEMENT OF DUTIES:** Under the general direction of the Director of Accounting, the Accounting Administrator II is responsible for directing the activities of several accounting programs including Financial Reports, Travel, Grants and Accounts Payable. This position will provide oversight, guidance and technical complex expertise in the planning, preparation, analysis and control of the Department's accounting operations, policies and procedures.

**SUPERVISION RECEIVED:** Receives general direction from the Director, Accounting Office.

**SUPERVISION EXERCISED:** Provides direction to two Accounting Administrators I and provides guidance and indirect supervision to several Senior Accounting Officers.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer station. Windowed cubicle in a high-rise, smoke-free building.

**HYBRID TELEWORK POSITIONS:** This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines.

**ESSENTIAL FUNCTIONS**

**30%** Perform as a multi-section supervisor over approximately 17 staff by providing direction to staff within the Accounting Office regarding complex and specialized fiscal activities including, but not limited to, Financial Reports, Travel and Grants. Ensure that governing rules and laws are followed by staff through training, communication (i.e., written memorandum, procedures, email, meetings, etc.), and continued monitoring of all Accounting Office functions and practices. Recruit, interview and make recommendations on the hiring of potential staff ensuring compliance with equal employment opportunity rules and regulations and departmental policies and procedures. Evaluate employee's performance to ensure performance objective standards are met. Document and administer progressive discipline in accordance with departmental policy.

**20%** Provide technical expertise to Accounting Office staff, management, and program staff, in the

disbursement functions. Participate in development and implementation of fiscal policy affecting payment processing functions internal to the Accounting Office, as well as other program areas of the Department. Act as a representative for the Department in fiscal audit issues both internal and external. Perform review and analysis of legislation containing a fiscal impact to the Department. Maintain a detailed knowledge of the state budgeting processes.

- 10%** Write administrative and management directives regarding departmental and/or state-wide fiscal rules, regulations and policies and disseminates to all DOJ employees and/or management.
- 10%** Establish policy and develop plans and procedures to effectively direct Accounting Office administrators, professional, and support staff toward the goals and objectives set forth by division and executive authority while ensuring the integrity of accounting practices and principles.
- 10%** Meet, confer, and provide technical expertise and guidance to DOJ program management regarding Accounting policies and procedures.
- 10%** Actively participate in the on-going FISCAL activities and preparation for possible implementation.
- 10%** Represent the Accounting Office in the absence of the Accounting Administrator III.

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*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature                      Date

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Supervisor's Signature                      Date