

## California State Auditor

## Duty Statement



<b>Classification - Working Title:</b> Accounting Administrator I (Specialist) – Accounting Specialist (LT)		
<b>Position Number:</b> 339-100-4552-900 <b>Division:</b> Administration – Fiscal & Business Services		
<b>CBID:</b> E97		<b>Designated Conflict of Interest Position:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Employee Name:</b>		
<p><b>Position Description/Duties:</b> Under general direction of the Accounting Administrator II and Fiscal &amp; Business Services Manager, the Accounting Administrator I (Specialist) independently performs the more difficult professional budgeting and accounting duties that include budget development and monitoring, general ledger maintenance, monthly reconciliations, year-end financial statements, and other related work. The Accounting Administrator I (Specialist) applies knowledge of Generally Accepted Accounting Principles (GAAP) while analyzing and posting documents into internal systems, acts as a California Fiscal Information System (FI\$Cal) subject matter expert (SME), the liaison with management, control agencies, other government offices, and vendors.</p>		
<b>Job Functions - Essential (E) / Marginal (M) Functions:</b>		
40% E	<p><b>General Ledger and Reconciliations</b></p> <ul style="list-style-type: none"> <li>Maintains General Ledger Accounts including preparing journal entries, analyzing account balances, preparing necessary adjustments, transaction request documents, and reconciling accounts with the State Controller's accounts and State Treasurer's records.</li> <li>Analyzes, prepares, and reconciles state financial reports for budgeted appropriations. Reviews and prepares financial reconciliations including, but not limited to, FI\$Cal and the State Controller's Office (SCO) reconciliations; general ledger account reconciliations; cash in State Treasury reconciliations; and posts appropriate accounting entries to record revenues, transfers, SCO documents, etc.</li> <li>Reconciles the Office's Revolving Fund monthly including preparing a bank statement analysis and cash verification reports, identifies outstanding checks, and prepares electronic fund transfers for approval.</li> <li>Prepares the Office's budget to actual analyses and monitors cash balances.</li> <li>Prepares monthly payroll reconciliations and conducts reviews of payroll transactions and processes.</li> <li>Provides recommendations on accounting practices and procedures. Formulates new or revised accounting system processes and procedures as needed.</li> </ul>	
40% E	<p><b>Budgets</b></p> <ul style="list-style-type: none"> <li>Prepares and reviews baseline budget adjustment. Prepares the budget galley, supplemental schedules, Budget Change Proposals and budget drills for the Department of Finance.</li> <li>Develops and maintains the Statewide Cost Allocation Plan (SWCAP) database to provide data to the Department of Finance each fiscal year including performing calculations, coordinating with team leaders/principals to segregate hours by departments, and adding consulting hours through the review and compilation of invoices.</li> <li>Compares monthly budget to actual analyses and reconciles operating transfers to the appropriation balances and accounting records.</li> <li>Reviews monthly FI\$Cal budget reports for anomalies and problems such as over-encumbered or over-expended appropriations.</li> <li>Provides consultative services to Program/Divisions for the appropriate funding sources ensuring adequate spending allocation.</li> </ul>	

20% M	<p><b>Accounts Payable and Reporting</b></p> <ul style="list-style-type: none"> <li>Reviews Month-End Closing (MEC) and Year-End Closing (YEC) deadlines in conjunction with STO, SCO, and FI\$Cal cutoffs, monitors and updates the status on the Year-End work plan.</li> <li>Serve as the FI\$Cal subject matter expert and super user to provide complex and expert guidance on testing, validating and implementing functionalities, data structures, reporting capabilities, and compliance requirements on managing state government finances, analyzing budget data, and ensuring accurate financial reporting.</li> <li>Prepares year-end closing entries; determines year- end accruals; prepares year- end reports including financial statements and footnotes. Makes appropriate recommendations for accounting treatment as needed.</li> <li>Prepares financial audit documents and schedules for annual external audit, conducts research as needed and assists in retrieving requested information.</li> <li>Prepares annual 1099 data reports and nonresident tax withholding reports including identifying reportable amounts and preparing statements.</li> <li>Researches and resolves sensitive and complex issues related to accounting transactions to ensure that accounting and reporting activities comply with state and Office policies.</li> <li>Processes vendor payments, prepares claim schedules, resolves invoice disputes with vendors, and ensures payments are made promptly.</li> <li>Processes travel expense claims, travel advances and other miscellaneous checks ensuring compliance with state travel policies.</li> </ul>
<b>Supervision Received:</b>	Reports directly to and receives the majority of assignments from the Accounting Administrator II and the Fiscal & Business Services Manager (Manager II).
<b>Supervision Exercised:</b>	May serve as a lead for lower-level accounting personnel.
<b>Special Requirements:</b>	None
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework.</li> <li>Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting.</li> <li>Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners.</li> <li>Year-end accounting activities peak during the summer months of July and August. Accounting staff must be able to work overtime during this period and vacation time may not be approved. Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.</li> </ul>
<b>Position DS REV Date:</b>	12/30/25

**SIGNATURES**

I have discussed the duties of the position with the employee.

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as

assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

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Incumbent's signature

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Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.