

Duty Statement – Leadership

Duty Statement

<input checked="" type="checkbox"/> Current <input type="checkbox"/> Proposed		
RPA Number:	Classification Title: Accounting Administrator II	Position Number: 673-820-4542-002
Incumbent Name: Vacant	Working Title: Disbursement Section Chief	Effective Date: 1/30/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Fiscal Services Division	Section/Unit: Receipts and Disbursement	Reporting Location: HQ Sacramento
Supervisor’s Name: Ariane Clark	Supervisor’s Classification: Accounting Administrator III	CBID: S01
Confidential Designation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised: <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

General Statement

The Fiscal Services Division’s Accounting Branch manages and oversees accounting, financial reporting, and fiscal control activities for the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA). The branch supports programs by ensuring accurate and timely recording of financial transactions, reconciling accounts, and preparing financial reports. It provides clear guidance and training on accounting policies and procedures, strengthens internal controls, supports continuous process improvements, and ensures compliance with applicable state and federal accounting and financial reporting requirements.

Competencies

As an Accounting Administrator II in the Accounting Branch, the incumbent must demonstrate and continually strengthen executive-level proficiency in the core competencies of collaboration; communication; customer engagement; digital fluency; diversity, equity, inclusion, and belonging (DEIB); innovative mindset; interpersonal effectiveness; and organizational resilience.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under the general direction of Accounting Administrator III, the Accounting Administrator II is responsible for the overall direction, planning, coordinating, and reporting functions of the Accounting Branch’s Disbursement Section for CARB and CalEPA. The Accounting Branch’s Disbursement Section is comprised of Accounts Payable Unit A, Accounts Payable Unit B, and the Travel/Research & Process Control Unit. This section is responsible for managing financial transactions related to vendor invoice payments, reimbursements, salary advances, expense advances, travel advances, and travel expense claims for both the CARB and the CalEPA.

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% of Time	Essential Functions
35%	Plans, organizes, and directs the workload of Accounts Payable Units, as well as the Travel and Research Unit, overseeing accounting activities including processing, reconciliation, and reporting. These activities encompass invoice payments related to contracts, purchase orders, grants, service agreements, leases, utilities, collections, Office of Revolving Fund (ORF) payments, and travel expenses claim (TEC) reimbursements. Ensuring all operations are performed accurately, timely, and with appropriate resources, in compliance with Governmental Accounting Standards Board (GASB) guidelines, Generally Accepted Accounting Principles (GAAP), State Administrative Manual (SAM) regulations, legislative mandates, and directives from the State Controller's Office (SCO), Department of Finance (DOF), and Bureau of State Audits (BSA). Collaborates closely with the Budgets/Fees Branch, Acquisitions Branch, Human Resources Branch, and other divisions to maintain smooth workflow and promptly resolve issues as they arise.
25%	Provides supervision to staff by establishing clear priorities, setting performance expectations, and assigning work accordingly. Ensures that departmental goals and objectives are achieved within established timelines. Monitors workload to guarantee compliance with internal controls and standardized procedures. Identifies opportunities for process improvements and recommends strategies to enhance operational efficiency.
20%	Directs, supervises, and actively participates in staffing activities to promote career development and upward mobility within the team. Oversee recruitment, interviewing, and selection of candidates to fill vacancies. Provides mentoring and training to enhance staff skills and knowledge. Conduct performance evaluations by delivering constructive verbal and written feedback, reviewing probationary reports, and assessing Individual Development Plans. Initiate disciplinary actions, as necessary, based on recommendations from subordinate managers and supervisors to address performance or behavioral issues in the workplace.
15%	Identifies fiscal challenges, develops alternative solutions, and provides recommendations to maintain financial stability and support effective financial operations. Manages sensitive and complex accounting activities and projects and actively contributes to the development and implementation of accounting policies. Analyzes relevant legislation to advise on implementation, compliance, and reporting requirements. Maintains and updates desk and unit procedures, coordinates out-of-office training, and facilitates in-office training and professional development activities.

% of Time	Marginal Functions
5%	Other duties as assigned under the scope of the classification.

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Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.

Requires prolonged periods of sitting at a desk and working on a computer.

Involves the frequent use of standard office equipment, including computers, phones, copiers, and printers.

May require occasional lifting and carrying of materials weighing up to 25 pounds.

Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.

Involves prolonged periods of sitting at a desk and working on a computer.

May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.

Noise levels are typically low to moderate.

May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

- Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Travel up to _____ percentage
- Bilingual Fluency needed in _____(language)
- Other-

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Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Name:	Employee Signature:	Date: Date