

California State Auditor

Duty Statement



Classification - Working Title: Accounting Administrator II- Accounting Manager	
Position Number: 339-100-4542-900	Division: Administration Division/Business and Fiscal Services
CBID: E98	Designated Conflict of Interest Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Employee Name:	
<p>Position Description/Duties: Under the general direction of the Fiscal and Business Services Manager (Manager II), the Accounting Administrator II (AAll) plans, organizes, and directs professional staff performing accounting and other fiscal related work. The incumbent oversees accounts payable processes, travel policies, general ledger maintenance, monthly and year-end closing activities and monitors internal control systems. The incumbent has comprehensive knowledge and experience with Generally Accepted Accounting Principles.</p>	
Job Functions - Essential (E) / Marginal (M) Functions:	
60% E	<p><u>Accounting and Reporting:</u></p> <ul style="list-style-type: none"> • Develops, implements, and monitors internal control systems and procedures. Analyzes accounting requirements and develops business rules and configurations in accounting systems. • Oversees the office-revolving activities including disbursements, reconciliations and reviewing monthly revolving fund accountability statements and cash reconciliations. • Reviews and approves claim schedules prior to submission to State Controller’s Office (SCO) for warrant issuance to ensure information is accurate and complete. This includes ensuring payments adhere to purchase and contract budget and payment provisions. • Oversees month-end closing activities including reviewing general ledger postings, cash and expense reconciliations and budget to actual reports. • Prepares, reviews, and submits annual year-end budgetary financial statements to the State Controller’s Office including reviewing expenditure accruals and estimates. • Prepares the annual Generally Accepted Accounting Procedures (GAAP) report. • Coordinates annual audit activities including the review and approval of supporting schedules and footnotes. • Act as liaison between Accounting Office, internal office divisions, vendors and various control agencies on accounting and other fiscal issues to resolve complex problems.
20% E	<p><u>System Support and Program Administration:</u></p> <ul style="list-style-type: none"> • Administers the travel program ensuring compliance with travel policies; monitors and updates travel policy and provides direction, training and guidance as needed. • Manages the Calcard program; maintains cardholder accounts, reviews card usages, payment reconciliations and ensures compliance with program use. • Identifies opportunities and makes recommendations to streamline and improve accounting processes. • Supports the FI\$Cal system implementation and enhancement activities. Provide technical assistance to staff on FI\$Cal transaction processing and internal controls. • Serves as the FI\$Cal liaison to ensure system functionality aligns with business needs.
20% E	<p><u>Personnel Management:</u></p> <ul style="list-style-type: none"> • Manage, plan, and direct staffing activities and day-to-day operations. • Monitors staff workflow and coordinate various activities and projects to ensure efficiency. • Ensure assignments are completed accurately, timely and efficiently. • Provides leadership, mentoring, training, and professional development opportunities for staff.

Supervision Received:	Reports directly to and receives the majority of assignments from the Fiscal and Business Services Manager (Manager II); direction and assignments may also come from the Deputy of Administration.
Supervision Exercised:	Provides primary supervision to two Accounting Administrators I (Specialist) and two Senior Accounting Officers.
Special Requirements:	None
Working Conditions:	<ul style="list-style-type: none"> • This position is eligible for participation in the office’s hybrid telework program. Work at the alternate work location must be conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. • Work is performed in an office environment within a high-rise building. • Work requires sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.
Position DS REV Date:	2/19/2026

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.

Incumbent’s signature

Date

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