

**Department of Health Care Access and Information
Duty Statement**

Employee Name <Vacant>	Organization Administrative Services Division	
Position Number 441-161-4549-XXX	Location Sacramento	Telework Option Hybrid
Classification Accounting Administrator I (Supervisor)	Working Title Federal Programs Accounting Supervisor	

General Description	
<p>Under the general supervision of the Assistant Deputy Director, the Accounting Administrator I (Supervisor) manages and supervises day-to-day accounting operations for federal programs, including the California Rural Health Transformation (CalRHT) Program, ensuring accurate financial processing and compliance with state and federal reimbursement requirements. This position oversees accounting staff responsible for budgeting, federal drawdowns, reconciliations, and reporting tied to federally funded healthcare initiatives administered in coordination with other departments. The incumbent ensures fiscal activities align with Generally Accepted Accounting Principles (GAAP), State Administrative Manual (SAM), Department of Finance (DOF) and federal grant regulations and supports audit readiness and effective internal controls. This role serves as a key operational link between executive fiscal leadership and frontline accounting staff.</p>	
Supervision Received	Assistant Deputy Director
Supervision Exercised	Directly supervises Accounting Officer, Associate Accounting Analyst, Accounting Trainee, and other professional staff.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting, use of telephone, desktop and laptop computers, and frequent contact with programs, stakeholders, and control agencies. Work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday and extra hours may be necessary beyond scheduled work hours.

Job Duties	
E = Essential, M = Marginal	
35% E	<p>Supervision of Accounting Operations and Staff</p> <p>Supervises accounting staff performing fiscal transactions, reconciliations, and reporting activities for federal programs, including the California Rural Health Transformation (CalRHT) Program. Ensures staff work products are accurate, timely, and compliant with GAAP, SAM, DOF and federal reimbursement requirements, including 2 CFR Part 200 (Uniform Guidance). Monitors expenditure patterns and emerging fiscal trends and provides recommendations to</p>

management to support short-term budget alignment and reimbursement optimization. Reviews and approves federal claims, drawdowns, invoices, and expenditure transactions for accuracy, allowability, and proper coding. Monitors federal budgets, expenditures, and cash balances to ensure timely spending and prevent over- or under-expenditure of funds. Reviews staff analyses and reconciliations to confirm expenditures are properly documented and eligible for reimbursement. Provides technical guidance, prioritizes workloads, and resolves operational issues to meet reporting and claiming deadlines.

Assigns, prioritizes, and reviews staff work to ensure timely completion of reconciliations, claims, and reports. Trains and mentors' staff on state and federal accounting processes, FI\$Cal transactions, reconciliations with the State Controller's Office (SCO), and internal controls. Completes supervisory responsibilities including probationary reports, annual performance evaluations, and ongoing feedback. Promotes a collaborative work environment focused on accuracy, accountability, and continuous improvement.

25% E

Budget Execution and Federal Drawdown Management

Oversees execution of approved program budgets and administration of federal drawdowns in accordance with CMS and other federal program cash management requirements. Conducts ongoing analysis of budget-to-actual expenditures and identifies potential risks to reimbursement, funding utilization, or cash flow, elevating issues and recommended corrective actions to executive fiscal leadership. Ensures drawdowns are supported by eligible expenditures and reconciled to accounting records and reporting systems. Monitors spending trends and identifies variances that may impact reimbursement or funding availability. Coordinates with management to adjust spending plans as necessary to maintain compliance and fiscal stability.

20% E

Financial Reporting and Audit Coordination

Reviews and approves financial reports, reconciliations, and supporting schedules prepared for internal management, sister-departments, and federal partners. Ensures reports accurately reflect expenditures, funding sources, and reimbursement activity. Analyzes reporting data to identify systemic compliance risks or trends and communicates findings to management to inform fiscal planning and risk mitigation efforts. Ensures reconciliation of federal expenditures between FI\$Cal, internal tracking tools, and federal reporting systems. Coordinates audit preparation, responds to audit inquiries, and ensures documentation is complete, accurate, and readily accessible. Supports development and implementation of corrective actions resulting from audit findings.

Implements and maintains internal controls to ensure proper stewardship of state and federal funds. Serves as a unit-level point of contact for audits and fiscal reviews related to federal programs. Assists in preparing audit documentation and responses and track resolution of audit findings. Ensures segregation of duties and adherence to control agency and departmental requirements.

15% E

Staff Management and Fiscal Workforce Leadership

Implements and monitors internal control practices designed to safeguard public funds and prevent disallowed costs. Reviews fiscal processes to identify compliance risks or inefficiencies and recommends improvements. Evaluates the effectiveness of existing fiscal procedures and recommends process improvement to enhance compliance, efficiency, and reimbursement accuracy. Ensures corrective actions are implemented and tracked to resolution. Provides technical guidance to staff and program partners on state and federal accounting requirements and fiscal procedures. Supports program staff during grant planning, amendments, and closeout activities by providing fiscal input. Participates in meetings, workgroups, and special projects related to federal accounting operations and process improvements.

5% E

Other Duties

Performs other related duties assigned to support fiscal operations and departmental priorities.

Other Expectations

- This position requires strong supervisory skills, attention to detail, and the ability to interpret and apply complex fiscal guidance.
- The incumbent must communicate effectively with staff, management, and external partners and meet strict reporting and reimbursement timelines.
- Occasional participation in cross-departmental workgroups and high-level briefings.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI’s Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI’s Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date