

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 02/2024)



- Current
- Proposed

Civil Service Classification: Accounting Administrator I Supervisor
Working Title: State Operations/Account Receivable Admin
Division Branch Name: Division of Administrative Services/OFAO/AMS
Incumbent: Vacant
Position Number: 797-634-4549-002
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: S01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): NA

DESCRIPTION:

Under the general supervision of the Chief Accounting Officer, the Accounting Administrator I is responsible for oversight and coordination of State Operations - Accounts Payable (AP) and Accounts Receivables (AR) within the Accounting Management Section (AMS) which is responsible for Accounting transactions for both the California Department of Aging (CDA) and the California Commission on Aging (CCoA). The incumbent is responsible for ensuring timely payment of CDA's and CCoA's financial obligations. The tasks require a high level of interpersonal, analytical and communication skills, and independence of action in carrying out the responsibilities. These duties are broadly defined as follows:

ESSENTIAL JOB FUNCTIONS:

25% Account Receivable Oversight Responsibilities

Reviews, verifies, and approves that CDA's and CCoA's AR postings are accurately coded to the Financial Information System for California (FI\$Cal) accounting system. Reviews and

approves Accounts receivable Invoices to collect funding owed to CDA and any follow up letters for past due outstanding invoices Ensure staff are completing and reconciling logs, coordinating with HR staff for payments to employees including master payroll warrants, Lump sum payouts, salary advances, etc. Review and approval of deposits, ensuring all deposits are processed timely; staff are submitting BMS tickets to coordinate mailings. Review and approval of Office Revolving Fund (ORF) checks as needed for Travel Advances and Salary Advances. Coordinate with agency employees to ensure availability for check pickup. Backup AR duties due to vacancies or absences.

25% Account Payables Oversight Responsibilities

Reviews, verifies, and approves that CDA's and CCoA's State and federal expenditures are accurately coded to the Financial Information System for California (FI\$Cal) accounting system and California Automated Travel Expense Reimbursement System (CalATERS). Monitors AP workload for compliance with State and federal rules and regulations. Review and sign 215's for BMS on contracts for State Operations. Ensure staff are Logging, reconciling contract logs to ensure contract expenditure compliance. Reviews and approves vouchers and purchase orders in FI\$Cal as well as manual claim schedules for submission to the State Controller's Office (SCO). Oversee the maintenance, recording, tracking, and reporting of financial information, including travel-related functions in Fi\$cal/CalATERS/Excel. Backup AP duties due to vacancies or absences.

20% Administrative Responsibilities

Supervises a team of analysts to ensure they meet performance standards and departmental goals. Conducts regular one-on-one meetings to provide direction, feedback, and support. Completes probationary reports, annual performance evaluations, and other personnel documentation in a timely manner. Addresses performance concerns and implements corrective or progressive discipline as needed, in consultation with Human Resources.

Oversees recruitment and hiring processes, including developing duty statements, screening applications, participating in candidate interviews, and making recommendations for selection. Identifies staff training and development needs, ensures completion of mandatory state and departmental trainings, and provides appropriate learning opportunities. Promotes knowledge transfer, cross-training, and succession planning within the unit. Mentors and coaches' staff to support professional growth and development.

Oversees administrative functions, including timesheet review and approval, leave tracking, workload distribution, policy compliance, and documentation management, to maintain efficient operations and a well-supported team. Supports department assignments and priorities with

Department of Finance, FI\$Cal, State Controller's Office, and other control agencies to address outstanding issues.

15% Workforce Oversight, Planning and Training

Plans, organizes, and directs the ongoing supervision and leadership to assigned staff by conducting regular meetings to offer feedback, guidance, and assistance with the most complex assignments; interpreting and assisting in the development and implementation of policies and procedures.

10% Travel Related Duties

Reviews and approves travel expense claims and travel advances for CCoA and CDA employees. Assists the Travel Coordinator with drafting all travel bulletins, travel policies, understanding new travel rules and guidelines, and communicating all departmental travel changes within a timely manner to CDA and CCoA staff. Backup Travel desk duties due to vacancies or absences.

MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties as assigned, including providing various reports as requested for the Budget Operations Section and CDA or CCoA management. Maintains Accounting Administrator I desk procedures and guidelines as needed.

TRAVEL: Not required

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers



have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

Duties meet class specification and allocation guidelines.

Exceptional allocation, STD 625 on file.

Analyst initials: PS Date Approved: 4/27/26

Revision Date (if applicable): _____