



## DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-304-4552-001			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
PROGRAM ADMINISTRATIVE SERVICES		CLASSIFICATION TITLE Accounting Administrator I (Specialist)				
SECTION/UNIT (If applicable) Choose an item.		WORKING TITLE Accounting Administrator (Lead Specialist)				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				

PRIMARY DOMAIN (IT positions only)	Choose an item.
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### AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnerships and Strategic Communications, Racial Equity Commission, and Youth Empowerment Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

### GENERAL STATEMENT

Under the direction of Senior Accounting Administrator, the Accounting Administrator I (Lead Specialist) performs the most complex professional accounting work related to Accounts Receivables, Office Revolving Fund/Travel, and General Ledger. The incumbent will use knowledge of governmental accounting, budgeting and reporting, laws, rules and regulations to record and analyze accounting transactions using the Financial Information System for California accounting system.



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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
<b>100%</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>35%</b>	<p><b>Accounts Receivables</b></p> <p>Prepare invoices for recovery of abatements, reimbursements, and revenue. Review, research, and analyze accounts receivables in FI\$Cal to resolve billing and deposit issues. Process cash receipts in accordance with State Administrative Manual (SAM) guidelines. Reconcile daily deposits against cash receipts remitted to the State Controller's Office (SCO). Log deposits into Cash Receipt Register. Prepare collections notices and document collections efforts Prepare monthly bank reconciliation. Maintain Special Deposit Fund, which includes processing cash deposits from donations, preparing bank deposits, posting cash receipts, remitting cash to the SCO, performing reconciliations, and submitting annual report to the Department of Finance. Audit, code, and post Payroll Accounts Receivables. Tracks status of Payroll Accounts Receivable and prepare reports to Human Resources. Analyze and prepare cash flows reports and advises management. Prepares guidelines for Collections of Accounts Receivables according to the rules and regulations of State Administrative Manual Section 8293.0.</p>
<b>30%</b>	<p><b>Office Revolving Fund (ORF)/Travel</b></p> <p>Serve as the lead analyst over the ORF/Travel Section. Update and Maintain Employee Profiles, accounts and funding in CalATERS. Work with Fiscal Service Center and State Controllers to resolve interfacing issues. Review and issue travel advances in accordance with SAM and LCI policies. Review and approve source documents for posting records into FI\$Cal. Process prepaid vouchers for Travel Expense Claims (TEC). and communicate with Payment Processor for Pay Cycle. Log into Check Register. Audits employee travel expense for accuracy and compliance with applicable state laws, rules, and regulations. Reviews reimbursement voucher for chartfield coding and approves voucher. Reviews expenditure reports and ensures proper posting of expenses. Log reimbursements when paid. Monitor, notify, and collect outstanding travel advances in accordance with SAM and LCI policies. This includes, but not limited to, sending out Travel Advance 30-day notices, processing travel related payments routinely assigned to other staff in the section and revolving fund claim review. Processing canceled travel advance checks and voided checks. Maintain ORF balances and monthly reconcile revolving fund accounts used for salary advances, travel advances and expense advance accounts using the Revolving Fund Cash Ledgers. Advises managers of changes to existing laws, rules and regulations impacting travelers. Prepares and updates LCI Travel Guide and provides guidance to LCI employees of travel related policies and rules. As a subject matter expert will train analyst on current policies and procedures.</p>
<b>30%</b>	<p><b>General Ledger</b></p> <p>Serves as lead analyst over General Ledger. Process Month End Close (MEC), which includes using MEC Dashboard to track month end status and updating accordingly, pulling queries and working with the Accounting Officer to resolve reconciling items and budget errors, processing labor distribution and resolving any budget errors, and posting asset depreciation calculations and closing the Asset Management module. Run SCO/FI\$Cal Document Extract: Prep SCO Tab Reports for reconciliation. Pull all monthly reports and format and prep files for reconciliations. Perform monthly and quarterly reconciliations: download/format required reports; identify variances/reconciling items, research origins of and key corrections. Monthly: Plan of Financial Adjustment, SCO to Agency Reconciliation, General Cash, Bank Statement, Office Revolving Fund and Labor Distribution. Prepare and present status and expenditures reports for LCI managers. Develops and presents analysis, issue papers and memorandum to support decision making. Perform Year End Close functions: work with accounting management to close the fiscal year and prepare financial reports.</p>



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	Prepare files for year-end accruals, attend DOF YEC Training, download yearly E-Learning aids, download Fi\$Cal Job Aids, assist in preparing and enforcing a Year End Workplan; prepare individual workbooks for accruals, research expenditure data and key accruals in Fi\$Cal and submit for approval. Prepare final reconciliations to prepare for generating reports for financial statements. Prepare draft financial reports for both governmental and non-governmental funds: Report 1, 2, 3, 4, 5, 6, 7, 8, 15, and 19. Responsible for advising managers of new accounting and reporting requirements and develops business processes.
	<b>MARGINAL FUNCTIONS</b>
<b>5%</b>	Perform other job-related duties as required.

### KNOWLEDGE AND ABILITIES

*Knowledge of:* Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; and business law.

*Ability to:* Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations regarding the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

### DESIRABLE QUALIFICATIONS:

- Experience in accounting/financial record keeping, and knowledge of accounting principles and procedures associated with California's accounting structure
- Experience with Fi\$Cal or other financial accounting system
- Experience with Microsoft Outlook, Excel, Word, and Adobe Acrobat
- Experience writing business correspondence
- Excellent time management, with the ability to meet deadlines and be flexible with changing priorities

### SPECIAL PERSONAL REQUIREMENTS:

- Excellent customer service skills
- Strong organization skills
- Ability to work independently and in a team environment
- Strong work ethic

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects weighing up to 10 lbs. with or without a reasonable accommodation. Involves sitting most of the time and may involve walking or standing for brief periods of time. This position may be eligible to participate in LCI's hybrid telework schedule. Participation in Telework is subject to LCI's guidelines. Occasional/overnight travel up to 15% may be required.



## DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE