



## YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS DUTY STATEMENT

<b>CLASSIFICATION TITLE</b> Accounting Administrator I (Specialist)	<b>DIVISION NAME</b> Business Operation and Solutions Division
<b>WORKING TITLE</b> Training Administrator	<b>OFFICE/SECTION/UNIT</b> Workforce Development Center, Client Training Section, External Training Unit I
<b>EMPLOYEE NAME</b> Vacant	<b>POSITION NUMBER</b> 333-460-4552-014

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

### **GENERAL STATEMENT**

Under the general supervision of the Accounting Administrator II in the FI\$Cal Workforce Development Center (WDC), the Accounting Administrator (AA) I (Specialist) is responsible for designing, developing, and delivering comprehensive training programs to support FI\$Cal system users. This position serves as a subject matter expert for assigned accounting modules, provides instructor-led training, and ensures departmental users are proficient in system functionality and business processes. The specialist collaborates with stakeholders, business teams, control agencies, and IT staff to identify training needs, develop instructional materials, and implement effective learning strategies. Additional responsibilities include documenting business processes, maintaining training policies and procedures, and continuously improving training delivery methods to align with organizational goals and system enhancements.

### **SUPERVISION RECEIVED**

Reports directly to the Accounting Administrator II within the BOSD.

### **SUPERVISION EXERCISED**

None.

## **ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<b><u>% OF TIME</u></b>	<b><u>ESSENTIAL FUNCTIONS</u></b>
<b>50 %</b>	<b>Training Development</b> <ul style="list-style-type: none"><li>• Collaborate with stakeholders, business teams, control agencies, partner entities, and IT staff during system design, development, and implementation phases to represent the Client Training Section and gather information necessary for training development.</li><li>• Engage with state departments and control agencies on an ongoing basis to assess and address training needs.</li><li>• Document business processes for FI\$Cal accounting modules, including Accounts Payable, Accounts Receivable, and General Ledger.</li><li>• Design, develop, and update the more complex user training and support materials, including user reference guides, job aids, and online learning resources.</li><li>• Evaluate learning needs and emerging trends to ensure training programs remain effective and relevant.</li><li>• Develop and maintain training-related policies, procedures, and standards to ensure consistency and quality across all instructional materials.</li><li>• Create comprehensive content for Instructor-Led Training (ILT) sessions aligned with established curricula and business processes across accounting modules.</li><li>• Apply instructional design principles to analyze, design, develop, implement, and evaluate effective training delivery methods, curricula, and instructional support materials.</li></ul>
<b>35 %</b>	<b>Training Delivery</b> <ul style="list-style-type: none"><li>• Serve as subject matter expert for assigned module in relation to training delivery.</li><li>• Serve as primary instructor for assigned module(s) during Instructor Led Trainings.</li><li>• Provide the more complex FI\$Cal System transactional guidance or training to departments, utilizing knowledge of accounting principles.</li><li>• Develop deployment strategies for training activities by integrating ideas, concepts, solutions, and providing recommendations to management.</li></ul>
<b>10 %</b>	<b>User Support</b> <ul style="list-style-type: none"><li>• Review, analyze, and resolve the most complex user-reported issues and service tickets related to FLC training content, access, and performance.</li></ul>

	<ul style="list-style-type: none"> <li>Review marketing and communication materials to increase awareness and engagement with FI\$Cal training resources and services.</li> </ul>
<b>% OF TIME</b>	<b>MARGINAL FUNCTIONS</b>
<b>5%</b>	<ul style="list-style-type: none"> <li>Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.</li> </ul>

**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 in regard to 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.

**SPECIAL REQUIREMENTS**

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

**WORKING CONDITIONS**

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

**SIGNATURES**

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

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Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Hiring Manager Signature

Date

**H/R Analyst AB**

**Date Revised: 05/08/2026**