

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Accounting Administrator II

POSITION NUMBER:

800-623-4542-001

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Finance and Accounting Div/Accounting and Fiscal Systems Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Accounting and Reporting/Fund Accounting and Reporting

SUPERVISOR'S NAME:

Rosali Bautista

SUPERVISOR'S CLASS:

Accounting Administrator III

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED (Check one):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Two Accounting Administrator I, Supervisors and three Accounting Administrator I, Specialists

Total number of positions for which this position is responsible: 20

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The mission of the Accounting and Reporting Bureau (ARB) is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles (GAAP), State Uniform Accounting System and State and Federal regulations. Record and reconcile all transactions posted to the Department's financial book of record, Financial Information System for California (FI\$Cal). Maintain the integrity of the FI\$Cal, the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies, as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the general direction of the ARB Chief, the Accounting Administrator II (AA II) plans, directs policy, and sets goals to ensure the effective, efficient, and equitable disbursement, control, and accountability of more than \$50 billion in federal and state funds and reimbursements for CDSS, SCDD, and CalHHS. The AA II also provides leadership, planning, and oversight of the cash management process and ensures the successful implementation of FI\$CAL changes to meet the financial reporting and business needs of the Bureau, as well as to support integration with other organizations within the Branch.

A. RESPONSIBILITIES OF POSITION:

- 35% Oversees accounting operations to ensure that required funding data is accurately recorded and reported in order to meet the fiscal reporting requirements of various state and federal control agencies for all funds and appropriations administered by CDSS, SCDD and CalHHS. Assesses funding risks resulting from changes or issues in accounting practices and provides recommendations to management or takes corrective action as appropriate. Ensures effective utilization of automated accounting systems and collaborates with other CDSS bureaus to ensure staff have access to necessary reports. Participates in the development and implementation of FI\$CAL.
- 25% Supervises the Cash Management Unit and provides oversight to the General Ledger, Reimbursements, and SCDD/CalHHS Accounting Units within the Section to ensure timely and accurate completion of the annual financial statements and other required financial reports for various control agencies. Leads the annual financial audit of the year-end financial statements and ensures appropriate internal controls are in place to safeguard funding from all sources.
- 15% Represents CDSS on an ongoing basis in discussions with other state agencies regarding fiscal issues that affect the timely flow of state funding. Ensures that annual appropriations and reimbursements are received, reported, and invoiced in a timely manner. Assists the Bureau with ongoing fiscal issues and works collaboratively with stakeholders to resolve them.
- 10% Proactively coordinates and resolves complex fiscal issues and sensitive problems related to the funding of Local Assistance and State Operations. Represents the Accounting and Fiscal Systems Branch (AFSB) in meetings with the Fiscal Forecasting and Policy Branch and the Financial Management Branch on matters involving budget authority, appropriations, re-appropriations, reimbursements, budget revisions, contract funding issues, audit findings, and related fiscal concerns.
- 10% Conduct and complete performance evaluations, probation reports and other personnel related memos in a timely manner and on a regular basis during an employee's probationary periods; Organize regular meetings with staff to communicate the department's/unit's short term and long-term goals, discuss current issues or concerns of the units and provide staff with solutions to issues and concerns. Monitor staff progress and offer assistance as needed to ensure training needs are met. Maintains attendance records, reviews and approves time-off requests. Interviews applicants and assists in hiring of new employees.
- 5% Other special analyses and projects related to the Accounting Office functions as assigned. Other duties needed to provide support within AFSB.

B. SUPERVISION RECEIVED:

Under the general direction of the ARB Chief, the AA II plans, directs, and evaluates the Department's financial reporting and cash flow management by ensuring effective and efficient controls in accountability of approximately \$50 million in federal and state funds. This includes proper oversight of policy direction, development, and accomplishment of goals aligned with CDSS's mission. The AA II is also responsible for the maintenance and implementation of FISCAL and CECRIS to meet the financial reporting and business needs of the Department as well interfacing with other organizations. The AA II is responsible for the timely completion of assignments in an acceptable format and apprising the Bureau Chief of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

The AA II oversees all management functions within the Fund Accounting and Reporting Section. Responsibilities include establishing goals and objectives aligned with CDSS's mission; setting and adjusting workload priorities; planning, directing, and monitoring the section's activities; and ensuring appropriate staffing levels and skill sets to meet operational demands. The AA II participates with the Bureau Chief and the other Section managers in the daily management and oversight of the Bureau; develops and maintains various policies and procedures for ARB; and represents the Bureau in discussions with other government agencies and external stakeholders. Acts for the Bureau Chief in his/her absence.

D. PERSONAL CONTACTS:

The AA II has frequent contact with managers at various levels throughout CDSS, the County Welfare Directors Association, County Auditor-Controller offices, state control agencies, federal agencies, community-based organizations and various vendors. The AA II ensures all contacts are addressed timely with the highest quality of customer service.

E. ACTIONS AND CONSEQUENCES:

The AA II is responsible for ensuring that all required financial statements are prepared accurately in accordance with state and federal requirements and submitted on time to the appropriate control agencies. Inaccurate data or delayed submissions can negatively impact CDSS and the State of California by compromising the State's ability to produce the Preliminary Annual Cash Report-Cash Basis, which may affect the State's bond rating and result in the potential loss of federal funds. Such outcomes could adversely impact the State General Fund and hinder CDSS's ability to operate critical human services programs.

F. OTHER INFORMATION:

This position requires excellent written and verbal communication skills; proficient knowledge of governmental accounting, budgeting, and cash management; and a basic understanding of all welfare and social services program structures. It also requires knowledge of Equal Employment Opportunity policies to ensure compliance and to maintain a work environment free from harassment and discrimination. The incumbent must be able to anticipate the needs of the Section and understand how the Section fits into the broader context of the Bureau, Branch, Department, and the programs it administers. The individual in this role must be able to multitask, meet deadlines, use sound judgment, and draw well-reasoned conclusions to effectively perform the duties of the position. This position requires overtime and may involve occasional travel.