

## POSITION STATEMENT

| 1. POSITION INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| CIVIL SERVICE CLASSIFICATION:<br>Accounting Administrator II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | WORKING TITLE:<br>Manager                                                                                                                                                                                                                                                                                                                                                                                                        |
| NAME OF INCUMBENT:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | POSITION NUMBER:<br>208-305-4542-007                                                                                                                                                                                                                                                                                                                                                                                             |
| SECTION/UNIT:<br>Accounting / Financial Reporting, General Ledger                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SUPERVISOR'S NAME:<br>Jeff Johnson                                                                                                                                                                                                                                                                                                                                                                                               |
| DIVISION:<br>Fiscal Programs Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SUPERVISOR'S CLASSIFICATION:<br>Accounting Administrator III                                                                                                                                                                                                                                                                                                                                                                     |
| BRANCH:<br>Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | REVISION DATE:<br>12/21/2018                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Duties Based on:</b> <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2. REQUIREMENTS OF POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Check all that apply:</b><br><div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required<br/> <input type="checkbox"/> May be Required to Work in Multiple Locations<br/> <input type="checkbox"/> Requires DMV Pull Notice<br/> <input type="checkbox"/> Travel May be Required         </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment<br/> <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check<br/> <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)<br/> <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Description of Position Requirements ( <i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i> ):<br><a href="#">Click here to enter text.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3. DUTIES AND RESPONSIBILITIES OF POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Summary Statement (Briefly describe the position's organizational setting and major functions):</b><br><p>Under the general direction of the Accounting Administrator III, the incumbent provides direction to staff to plan, organize, direct, and control the Department's financial accounting functions, which includes coordinating the general ledger activities with cash management functions; i.e., accrued expenditures versus cash disbursements. Assists in the development of fiscal policies and strategies for attaining the Department's goals and objectives financial reporting and fiscal stewardship.</p> <p>Manages some of the most complex activities of the Accounting Section, including numerous processes relating to the preparation of state and federal financial statements and reports, and relating to the federal grant closeout process.</p> <p>Ensures that the staff selections, staff development, and performance evaluations within the group are consistent with the Department's policy and the Division's vision and values. Develops and delivers training for both Division staff and other Department personnel.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <u>Percentage of Duties</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <u>Essential Functions</u>                                                                                                                                                                                                                                                                                                                                                                                                       |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Provides direction to staff to plan, organize, direct, and control the Department's financial accounting functions, which includes coordinating the general ledger activities with cash management functions; i.e., accrued expenditures versus cash disbursements. Assists in the development of fiscal policies and strategies for attaining the Department's goals and objectives financial reporting and fiscal stewardship. |

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| 20% | Manages some of the most complex activities of the Accounting Section, including numerous processes relating to the preparation of state and federal financial statements and reports, and relating to the federal grant closeout process.                                                                                                                                                                                                                                                                                                                                                         |
| 15% | Ensures that the staff selections, staff development, and performance evaluations within the group are consistent with the Department's policy and the Division's vision and values. Develops and delivers training for both Division staff and other Department personnel.                                                                                                                                                                                                                                                                                                                        |
| 15% | Manages and personally participates in the Division's effort to resolve any audit findings and put in place procedures limit the Department's financial audit risks. Responds to control agency audit-related requests and coordinates Branch audit efforts as necessary.                                                                                                                                                                                                                                                                                                                          |
| 15% | Assists in representing, or represents the Division and the Department in meetings with, and presentations to, federal agencies such as the U.S. Department of Labor, state agencies <i>such as</i> the State Controller's Office, Department of Finance, California State Auditor, private auditing firms, and groups within the Department. Manages the review, analysis, interpretation, and implementation of accounting procedures to comply with the constant accounting changes/reporting requirements being introduced by the state and federal governments for the above-mentioned areas. |
| 5%  | Coordinates with the Budget Section on various tasks, including the monitoring the continued solvency of the Department's two major funds (the Unemployment and Disability Insurance funds) and to ensure that adequate budget authority has been secured so that payments to claimants are never interrupted.                                                                                                                                                                                                                                                                                     |

**Percentage of Duties**

**Marginal Functions**

5% Other duties assigned.

**4. WORK ENVIRONMENT** *(Choose all that apply)*

|                                                |                                                           |
|------------------------------------------------|-----------------------------------------------------------|
| Standing: Occasionally - activity occurs < 33% | Sitting: Continuously - activity occurs > 66%             |
| Walking: Occasionally - activity occurs < 33%  | Temperature: Temperature Controlled Office Environment    |
| Lighting: Artificial Lighting                  | Pushing/Pulling: Not Applicable - activity does not exist |
| Lifting: Occasionally - activity occurs < 33%  | Bending/Stooping: Occasionally - activity occurs < 33%    |
| Other: <i>Click here to enter text.</i>        |                                                           |

**Type of environment:**

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

**Interaction with customers:**

☐ Required to work in the lobby ☐ Required to work at a public counter  
☐ Required to assist customers on the phone ☐ Required to assist customers in person  
☐ Other:

**5. SUPERVISION**

Supervision Exercised: *Directly – 3 AA I (4552 - Supervisor); Indirectly – 3 AA I (4549 – Specialists), 3 AAA (4588 – Specialists), 9 SAO (4567 - Specialists)*

**6. SIGNATURES**

**Employee's Statement:**

*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

**Supervisor's Statement:**

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

**7. HRSD USE ONLY**

**Personnel Management Group (PMG) Approval**

☒ Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

☐ Exceptional allocation, 625 on file.

FNB

6/12/2026

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

*Click here to enter text.*

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file