



DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-303	Classification Title: Accounting Administrator (Sup.)	Position Number: 835-313-4549-001
Incumbent Name: Vacant	Working Title: Accounting Administrator (Sup.)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/Accounting	Section/Unit: Fiscal Operations Section/Accounts Receivable Unit	Reporting Location: Sacramento
Supervisor's Name: DIPTIBEN PATEL	Supervisor's Classification: Accounting Administrator II	CBID: S01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:

Under the general supervision of the Accounting Administrator II, the Accounting Administrator I position will act as the Unit manager over the Accounts Receivable Unit in the Fiscal Operations Section at CalRecycle, a medium-to-large-complex accounting office. This position is responsible for the coordination and supervision of the professional, technical, and clerical staff of the Accounts Receivable Unit. The Accounts Receivable Unit is responsible for the posting of fund and appropriation level journal entries, invoicing, daily deposits, collections, revenue reporting, and reconciliations of fiscal systems.



Essential Functions (including percentage of time):

- 40% As the Accounts Receivable Unit manager, supervise and coordinate the activities of direct report professional and technical staff, and ensure all practices are in accordance with prescribed policies. Provide direction, coordination and decision making on the most difficult accounting and procedural problems in the Accounts Receivable Unit, including, but not limited to the posting of fund and appropriation level journal entries and corrections, cashiering, payroll, fiscal systems (FI\$Cal and DORIIS), collections/ receivables and support the preparation of the Department's Year End Financial Statements, and other required reporting.
- 10% Responsible for ensuring the Unit activities are recorded timely, accurately, and in accordance with CalRecycle policies, regulations, state fiscal policy, Uniform Codes Manual (UCM), the State Administrative Manual (SAM), the Manual of State Funds, business law, and government code.
- 10% Oversee the monitoring and coordination of deposit processing including, but not limited to mail distribution, submission of bank remittances, dishonored checks buybacks, refund issuances, aging receivable reporting, collection/write-off process, error identification (and their timely correction), and bank (and revolving account) reconciliations.
- 10% Recommend and implement policy, plans, and procedures to effectively direct Accounts Receivable Unit accounting staff towards the goals and objectives set forth by the Division and executive authority while ensuring the integrity of accounting practices and principles. This includes the implementation of FI\$Cal and DORIIS processes and procedures, as applicable.
- 10% Effectively communicate with Accounting Administrator II and management to keep them informed of the current and forecasted financial position of the Department and its programs, including any issues and risks related to accounting procedures, processes, policies, technical issues, and proposed litigation, or upcoming programmatic changes.
- 5% Plans, organizes, and develops training, ad hoc reports, and presentations for management, and peers on various aspects of revenue management; this may include training on accounts receivables processes and/ or preparation of fiscal reports.
- 5% Supervise and coordinate the preparation, analysis, and submittal of year-end financial accruals and reports to the Chief of Accounting. Work with Program staff to ensure accruals are timely. Work with Accounts Receivable Unit staff to monitor new year activity to ensure revenue accruals are as accurate and up-to-date as possible.

Marginal Functions (Including a percentage of the time):

- 5% Review Accounts Receivable internal control procedures, and make recommendations to realign staff duties as required.
- 5% Enroll/ participate in training, where necessary, (by FI\$Cal, DOF and/ or LinkedIn) to broaden knowledge and remain consistent with changes/ updates.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.



Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

Explanation:



Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date