DUTY STATEMENT

CALCTRA
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1. Institution/Division/Office: Central Office/Fiscal Services Management/CALCTRA			
2. Enterprise/Unit: Accounting Services			
3. Classification Title: CEA A – Financial Controller			
4. Working Title: Financial Controller			
5. Position Number (Agency-Unit-Class-Serial)**:** 063-041-7500-001	**6. CBID:** M01	**7. WWG:** E (Exempt)	**8. Working County:** Sacramento County
9. Tenure: CEA		**10. Time Base:** Full-Time	
11. License Requirement: N/A - Not Applicable		**12. Endorsement Requirement:** N/A	
13. Retirement Category: Industrial		**14. Work Schedule:** Monday - Friday, 8AM - 5PM	
15. Incumbent Name (If known)**:** Vacant		**15a. Effective Date:**	

16. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under the direction of the Chief Financial Officer (CFO), the Financial Controller will lead the development and standardization of CALCTRA's standards, program, and business processes for fiscal planning. This position has oversight for the Accounting Services and Inventory Management Section. Responsible for making high level decisions and formulating, recommending, and implementing major departmental policies and strategies to the CFO and the executive team on all areas related to CALCTRA's fiscal related initiatives. Directly supervises the Accounting Administrator III.

17. Percentage (%) of time performing duties:	**18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.**
25%	**ESSENTIAL FUNCTIONS** Responsible for the daily, monthly, interim, and year-end activities for the Fiscal Accounting Units including Accounts Payable (AP), Fiscal Analytics Unit (FAU), Fixed Assets (FA), Accounts Receivable (AR), Reports & Reconciliation (RR) Unit, and Inventory Management Unit (IMU). Oversee the implementation, direction, and leadership oversight of all aspects of financial accounting. Leadership role in developing, implementing, and maintaining a comprehensive manufacturing cost system. Establish and maintain appropriate internal control safeguards; Continuously examine the financial control systems to monitor income generated against the expenses. Responsible for the ongoing development, mentoring, and organization of multiple direct reports that represent subject matter expertise within the Accounting Services and Inventory Management Unit. The Financial Controller will be responsible for identifying and defining common strategies and standard ways of working. Through research and networking, review and recommend new technologies, tools, and processes to support and simplify the execution of CALCTRA's core business operations. *(Essential Functions Continued on Page 2)*

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	ESSENTIAL FUNCTIONS
20%	Analyze cash flows cost controls, and expenses in order to provide executive management with advice on the financial implications of business activates, analyze financial statements to pinpoint potential areas for improvement; Approve and coordinate changes and improvements in automated financial information systems and organizational processes, policies and procedures; Provide recommendations to strategically enhance financial performance. Oversee the approval and processing of revenue, expenditure, and ledger, account maintenance, and data entry.
20%	Provide leadership in the development and continuous evaluation of short and long term financial and technological objectives; Ensure the credibility of financial management by providing timely and accurate analysis of budgets, financial trends, and forecasts; Establish and maintain strong relationships with management and executive staff to identify their needs and seek the full range of business solutions. Oversees the development and maintenance of financial internal controls and accounting business processes for CALCTRA's Enterprise Resource Planning (ERP) system Sage X3 necessary for the effective fiscal management of CALCTRA's manufacturing, service, and agricultural enterprises. Through subordinate managers and staff, ensures the integrity of CALCTRA's financial data and system so that State regulatory, Governmental Accounting Standards Board (GASB), and Generally accepted Accounting Principles (GAAP), and cost accounting financial requirements are met. Develops and maintains required policies and procedures to ensure the ongoing solvency of the Prison Industry Revolving Fund. Interprets changes and trends and advises accordingly.
15%	Provides oversight for the preparation and publication of CALCTRA's interim financial statements and reports, as well as year-end SCO reports and CALCTRA's Annual Financial Report while ensuring accuracy and timeliness of reports. Establishes and maintains policies and procedures addressing financial issues such as cash utilization, operating revenue, net income, operating expenses, overhead, depreciation, product costs, etc. Participates in the development process of operational financial initiatives. Develops and enforces policies and procedures, supports strategic business initiatives by identifying performance measures; prepares and completes action plans to augment fiscal system improvements; implements and maintains quality management; and implements change initiatives for complex financial information and communicates to stakeholders.
10%	Keeps abreast of changes in state regulatory and U.S. GAAP and GASB requirements and interprets and provides recommendations for recording of entries and documentation to the Chief Financial Officer. Understands current and proposed legislation; enforcing accounting regulations; recommending new procedures; provides guidance to the organization by researching and interpreting financial accounting policy; applying observations and recommendations to operational issues; maintains financial security by establishing internal controls, ensuring information confidentiality and integrity. Maintains constant communication with the Chief Financial Officer, for accounting activities, issues, status updates, concerns,etc.
5%	Prepare and present business plans, feasibility studies, and financial plans. Responsible for the oversight and management of various financial and business functions. Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies, technologies, legislative, and regulatory action.
	(Marginal Functions on Page 3)

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	MARGINAL FUNCTIONS
5%	Serve on planning and policy making committees; Collaborate and coordinate activities with independent auditors and consultants. Act on behalf of the CFO as needed. Other duties as assigned by the Chief Financial Officer or Director.

(Expectations & Requirements on Page 4)

ADDITIONAL EXPECTATIONS

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Natalie McCorkle	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NO 6/23/26		