

☐	Current
☒	Proposed

Classification / Working Title Accounting Officer (Supervisor)	Employee Name								
Position Number 014-024-4563-XXX	Supervisor Name / Classification Sharlene Davies/Accounting Administrator 1								
Division / Branch / Unit Administrative Services/Financial Services/Cashiers Unit	Effective Date								
Collective Bargaining Unit Identifier (CBID) S01	Work Week Group (WWG) 2								
Tenure Permanent	Timebase Full Time								
Physical CDFA Headquarters Location 1220 N Street, Room 140, Sacramento, CA 95814	Division / Program Hyperlink								
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.									
Division / Branch / DAA Information: The Financial Services Branch (FSB) is responsible for all facets of the California Department of Food and Agriculture's (CDFA) financial services branch management including payable and receivable, travel, revolving fund, cashiers, financial reports and fiscal systems and analysis.									
Position Identification: Under the general supervision of the Accounting Administrator I, the Accounting Officer (Supervisor) oversees the daily operations of the Cashiers Unit. The incumbent assigns and reviews cashiering work, ensures accurate and timely processing of receipts and deposits, maintains internal controls, and provides training and guidance to staff. The supervisor empowers employees, supports their development, leads the team in meeting goals, and identifies and implements process improvements to enhance efficiency and compliance within the unit.									
Special Requirements: <table border="0"> <tr> <td>☐ Conflict of Interest Filer (Form 700)</td> <td>☐ California Driver's License</td> </tr> <tr> <td>☐ Medical Clearance</td> <td>☐ Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td>☐ License / Certificate Required</td> <td>☐ Field Work: ____%</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> </table> ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.		☐ Conflict of Interest Filer (Form 700)	☐ California Driver's License	☐ Medical Clearance	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required	☐ License / Certificate Required	☐ Field Work: ____%	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____
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Essential Functions:									
35%	Supervisory Leadership Activities Supervise daily activities of Cashiers Unit staff, assigning and reviewing work and ensuring clear communication of priorities.								

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DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

	• Empower and develop employees through coaching, training, upward-mobility support, and performance feedback. • Lead regular staff meetings to communicate goals, discuss issues, and reinforce policies and expectations. • Review and approve leave requests to ensure adequate coverage and continuity of operations. • Participate in hiring, interviewing, and selection of Cashiers Unit staff. • Promote a collaborative, accountable, and customer-focused work environment.
35%	Operational Oversight Activities • Oversee cashiering operations to ensure timely and accurate processing of receipts, deposits, and related transactions. • Maintain internal controls, monitor workflow, and ensure compliance with departmental and statewide accounting policies. • Resolve cashiering issues, respond to inquiries, and ensure programs provide necessary documentation and support. • Perform and review year-end activities, including accruals and supporting documentation, to ensure accurate financial reporting. • Ensure cashiering records, reports, and documentation are complete, accurate, and properly maintained.
25%	Process Improvement, Training, and Collaboration Activities • Identify opportunities for operational and procedural improvements to enhance efficiency, compliance, and customer service within the Cashiers Unit. • Develop, update, and deliver training materials to Cashiers Unit staff and departmental program staff on cashiering processes, requirements, and system use. • Lead collaborative meetings with program staff to communicate procedures, address cashiering-related concerns, and support consistent handling of fiscal transactions. • Participate in discussions related to system functionality and provide recommendations on workflow adjustments and process streamlining.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications: • Effectively manage multiple priorities and follow through to ensure deadlines are met. • Experience training or mentoring staff. • Demonstrated reliability, integrity, and sound judgment. • Strong analytical skills and ability to identify and resolve discrepancies. • Excellent interpersonal, written, and verbal communication skills. • Knowledge of modern office practices and equipment, including proficiency with Microsoft Outlook, Word, and Excel.	
Work Environment and Equipment Used: The incumbent works in an office setting with workstations and private offices. The incumbent will have a workstation with modular furniture, a phone, an adding machine, and a computer with various desktop programs. A printer is located outside of the workstation. The workstation is also equipped with an adjustable roller chair, file drawer cabinets that roll, stationary file drawers, and a desktop of standard height. The Financial Services office area is equipped with three photocopying machines and a fax machine. Files with shelves are located throughout the office.	

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Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Specific telework schedules may be discussed further during the interview process. Staff will be assigned either a mini desktop or a laptop computer with email and various software and a cell phone to conduct the required duties. Once telework is assigned, staff will be assigned equipment needed for telework (monitor(s), keyboard and mouse).

Physical/Mental Abilities:

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File