

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Accounting Administrator I (Supervisor)	Position Number: 673-820-4549-xxx
Incumbent Name: Vacant	Working Title: Accounts Payable Compliance & Grants Supervisor	Effective Date: N/A Click or tap to enter a date.
Tenure: Limited-Term	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Fiscal Services Division	Section/Unit: Receipts & Disbursement Section/Accounts Payable Unit B	Reporting Location: Sacramento
Supervisor's Name: Lenora Synder	Supervisor's Classification: Accounting Administrator II (Supervisor)	CBID: S01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒ Supervisory		

General Statement

The Fiscal Services Division's Accounting Branch manages and oversees accounting, financial reporting, and fiscal control activities for the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA). The branch supports programs by ensuring accurate and timely recording of financial transactions, reconciling accounts, and preparing financial reports. It provides clear guidance and training on accounting policies and procedures, strengthens internal controls, supports continuous process improvements, and ensures compliance with applicable state and federal accounting and financial reporting requirements.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under the general supervision of the Accounting Administrator II (Supervisor), the Accounting Administrator I (Supervisor) plans, organizes, and directs staff responsible for grant-related disbursements and complex accounts payable activities. The incumbent ensures compliance with state and federal grant requirements, accounting standards, and internal control regulations while reviewing and approving complex fiscal transactions. The position oversees grant expenditure

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reconciliation, funding verification, and reporting activities. The incumbent coordinates with internal programs and control agencies to ensure accurate and compliant disbursement operations.

% of Time	Essential Functions
35%	Plans, organizes, and directs the workload of the Accounts Payable Unit on accounting activities (processing/reconciliation/reporting/research) related to state and federal grants. Review and approve vouchers in FI\$Cal. Ensure activities are performed accurately and timely with the necessary resources and according to the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), State Administrative Manual (SAM) regulations, legislative mandates, State Controller's Office (SCO), Department of Finance (DOF), and Bureau of State Audits (BSA). Coordinate with Budgets/Fees Branch, Acquisitions Branch, Human Resources Branch, and other Division to ensure smooth workflow and problem resolution when issues arise.
25%	Supervise staff by setting priorities, and expectations, and assigning work. Ensure goals and priorities are accomplished. Ensure workload is accomplished according to internal controls and procedures. Make recommendations to improve processes and increase efficiency.
20%	Participates in staffing activities to support upward mobility by recruiting, interviewing, and selecting candidates to fill vacancies. Mentors and trains staff to enhance their skills and knowledge, evaluates performance through verbal and written feedback, and reviews probationary reports and Individual Development Plans (IDPs). Initiates disciplinary actions when necessary to address performance or behavioral issues.
15%	Identifies and resolves complex accounting issues by analyzing problems, developing alternatives, and making recommendations to support fiscal stability and financial operations. Handles sensitive and high-level accounting projects, contributes to the development and implementation of grant accounting policies, and analyzes legislation to ensure compliance and accurate reporting. Maintains and updates desk and unit procedures and plans and conducts staff training sessions.

% of Time	Marginal Functions
5%	Serves as the backup to the Accounting Administrator II during their absence, supports other accounting managers, and assists with special projects. May perform other duties related to and under the scope of the classification.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment. Requires prolonged periods of sitting at a desk and working on a computer. Involves the frequent use of standard office equipment, including computers, phones, copiers, and printers. May require occasional lifting and carrying of materials weighing up to 25 pounds. Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.

Involves prolonged periods of sitting at a desk and working on a computer.

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May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.

Noise levels are typically low to moderate.

May involve occasional travel to attend meetings or trainings

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and 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.
- ☐ Travel up to _____ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes 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: Date
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Employee Statement

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

** 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.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date