

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Accounting Administrator II

POSITION NUMBER:

800-623-4542-955

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Finance and Accounting/Accounting and Fiscal Systems Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Accounting and Reporting Bureau/Federal Reporting Section

SUPERVISOR'S NAME:

ROSALI BAUTISTA

SUPERVISOR'S CLASS:

Accounting Administrator III

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

☐ None XX ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

One Accounting Administrator 1, Supervisor1 and one Accounting Administrator 1, Specialist

Total number of positions for which this position is responsible: 8

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau (ARB) is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System, and State and Federal Regulations. Record and reconcile all transactions posted to CDSS' financial book of record. Maintain the fiscal integrity of the Financial Information System for California (FI\$CaI) and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the supervision and direction of the Accounting Administrator III, Chief of the Accounting Reporting Bureau, the Accounting Administrator II provides direction to and supervises management and staff in conjunction with the responsibility for the maintenance and uniformity of financial reporting for the revenues, expenditures, reimbursement, transfer of funds, and/or appropriations in accordance with state and federal rules and regulations. Management, coordination, and oversight of federal audits and compliance reporting for the Child Care and Development Funds (CCDF) and Child Welfare Services (CWS) grants.

A. RESPONSIBILITIES OF POSITION:

- 30% Oversees the preparation of Federal Financial Reports (FFRs) and Federal Funding Accountability Act (FFATA) reports for the Child Care Development Funds and Child Welfare Services grants. Ensuring that all reports submitted to federal granting agencies are timely, accurate, and complete to prevent delays or loss of federal funds. Maintains oversight of all supporting records and reconciliations to ensure they are current, reliable, and accurately reflect reported costs. Supervises the preparation and submission of the annual Schedule of Expenditures of Federal Awards (SEFA) and submits these reports to the Department of Finance. Collaborates with departmental program partners to ensure that financial management practices within AFSB support program needs, comply with federal grant requirements, and support accurate subrecipient reporting.
- 20% Serves as the primary contact for AFSB federal audits for Child Care Development and Child Welfare Services grants impacting the federal financial reporting, including representing CDSS and AFSB at all meetings with the various audit agencies and auditors; receiving, assessing, and responding to all requests for information from auditors; directing the research, preparation, and development of all audit responses; presenting audit responses; and developing, implementing, monitoring, and reporting on all corrective action plans for audit exceptions.
- 15% Collaborates with Program and Fiscal partners to resolve complex fiscal and accounting issues and to ensure that federal grant requirements are consistently applied across all systems and processes. This includes evaluating and interpreting the impacts of major system changes such as updates or enhancements to CECRIS, CWS-CARES, FISCAL, and other departmental or statewide financial systems on federal reporting, cost allocation, cash management, and grant compliance. Maintains effective internal control procedures to ensure financial transactions are recorded in accordance with the requirements of state administrative manual and various control agencies. Coordinates and supports the month-end close process and the preparation of year-end financial statements.
- 10% Supervises the preparation and submission of required cash-management reports in accordance with the federal Cash Management Improvement Act (CMIA) and submits these reports to the Department of Finance. Collaborate with departmental program partners to ensure that financial management practices within AFSB support program needs and comply with federal grant requirements.
- 10% Supports the Bureau Chief and CDSS executive management during federal shutdowns and other emergent situations by providing expert analysis and guidance on the impacts to the Child Care Development Funds (CCDF) and Child Welfare Services (CWS) grants. This includes assessing federal funding availability, identifying operational and cash-flow risks, and developing contingency plans to ensure continuity of essential program activities. The incumbent will evaluate how a shutdown affects reimbursement timelines, grant obligations, reporting requirements, drawdowns, and program expenditures, and will communicate these impacts to leadership in a clear and actionable manner.
- 10% Conduct and complete performance evaluations, probation reports and other personnel related memos in a timely manner and on a regular basis during an employee's probationary period. Organize regular meetings with staff to communicate the department's/unit's short term and long-term goals, discuss current issues or concerns of the units and provide staff with solutions to issues and concerns.
- 5% Reviews proposed and/or finalized state and federal legislation, rules, and regulations for fiscal impact on accounting processes and coordinates Bureau preparation of the year-end financial statements. Manages and reviews Public Records Act requests related to federal funds. Other duties as required.

B. SUPERVISION RECEIVED:

The Accounting Administrator II receives general supervision from an Accounting Administrator III (Bureau Chief).

C. ADMINISTRATIVE RESPONSIBILITY:

Participates with the Bureau Chief in the management of the Bureau, and represents the Section and Bureau in discussions and/or meetings with other state agencies, counties, and Department programs. Acts for Bureau Chief in his/her absence

D. PERSONAL CONTACTS:

The Accounting Administrator II has frequent contact with various levels of Departmental staff; state control agencies and other state agencies; and federal agencies and county agencies.

E. ACTIONS AND CONSEQUENCES:

To maintain the integrity of the Department's financial records, it is essential to ensure staff perform accurate and timely work including reconciliations with SCO on a timely basis. Lack of accurate reporting and careful analysis could result in a cash flow shortfall or insufficient state or federal reimbursement to cover all eligible expenditures and could put the Department at risk of audit findings and/or loss of funds and limit the Department's ability to operate critical human services programs

F. OTHER INFORMATION:

The Accounting Administrator II must have strong communication skills to interact effectively with other Department staff, third party vendors, and various control agencies. Must be able to multitask, meet deadlines, use sound judgment, and draw sound conclusions to effectively perform the various duties of this job..