

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA**

**JOB CLASSIFICATION: ACCOUNTING ADMINISTRATOR I
(SUPERVISOR)
(ACCOUNTING/BUDGET MANAGER)**

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

This is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting and other fiscal related work or direct a variety of specialized or central control fiscal activities, typically through subordinate supervisors at the Accounting Administrator I (Supervisor) level.

50%

DEPARTMENTAL RESPONSIBILITY

Reviews systems established to account for transactions for each separate fund and appropriation. Analyzes fiscal data and provides reliable data to management.

Enforces internal controls which include, but are not limited to, a formal plan of organization, separation of duties, sound accounting practices, and independent checks on performance. Reviews and implements changes to the internal control procedures on an ongoing basis.

Analyzes fiscal data from DSH – Sacramento, FI\$CAL (People Soft data processing system), Human Resources, Technology Services Division (TSD), and State Controller's Office (SCO) monthly agency reconciliation report. Reconciles both the General fund and Office Revolving fund. Analyzes fund condition and cash management statements. Keeps management apprised of any deficiencies or problems and proposes recommendations. Ensures timely completion of various reports, including year-end, step down, and cost reporting. Ensures contract development and coordination with contract managers.

Assists in the development and preparation of the facility's annual budget. Develops, evaluates, and prepares monthly expenditure projections and cash flow reports. Monitors expenditures and adjusting line item and departmental allocations. Assists and trains hospital budget managers on how to manage and maintain their budgets. Monitors and analyzes spending trends to assist the Budget Managers to take a proactive approach in managing their budgets.

**DUTY STATEMENT – ACCOUNTING ADMINISTRATOR I (SUPERVISOR)
(ACCOUNTING/BUDGET MANAGER)**

Page #2

Participates in development of Budget Change Proposals and provides input with Capital Outlay Budget Change Proposals as needed.

Participates in Departmental and Hospital task force team assignments.

35%

PERSONNEL MANAGEMENT AND SUPERVISION

Manages and supervises the Hospital Accounting Department, ensuring that reliable fiscal data is provided to Hospital management, employees, and control agencies.

Plans and directs the coordination of the Accounting Office to ensure maximum efficiency while containing costs and operating within the budget.

Consistently implements policies and procedures and all legal requirements as applicable to Accounting operations. Continuously works at improving policies and procedures to ensure that staff is working at full potential.

Reviews performance of all staff and recommends appropriate action, which may include commendation, adverse action, or other administrative response.

Provides leadership that develops and trains staff for current and future work assignments. Trains all Accounting staff by assessing, developing, and directing the training needs of staff. Ensures staff compliance with all mandatory training requirements.

Prepares clear, concise, and comprehensive managerial reports.

10%

LEADERSHIP/REPRESENTING THE DEPARTMENT

Assures that the operations conform to applicable statutes, regulations, and policies of the Hospital, DSH, and relevant governmental agencies, as well as State Licensing and Joint Commission standards.

Takes initiative to communicate with supervisors and co-workers to ensure smooth flow of work, proper documentation when needed, and follow through on problem resolution.

Makes decisions based on needs, deadlines, emergencies, and priorities.

Provides leadership on the continued implementation of performance improvement as a means of providing staff with the skills and tools to

DUTY STATEMENT – ACCOUNTING ADMINISTRATOR I (SUPERVISOR) (ACCOUNTING/BUDGET MANAGER)

Page #3

identify opportunities for improvement and to propose effective and efficient solutions.

Maintains Hospital licensing from Department of Public Health and accreditation from Joint Commission through ongoing standards compliance activities, successful on-site surveys, and appropriate survey follow-up.

Develops effective plans of corrections (POCs) in response to deficiencies found by external review agencies. Ensures timely implementation of all current POCs. Develops and/or revises policies and procedures in response to external mandates, as appropriate.

5%

INTERPERSONAL RELATIONSHIPS

Develops and maintains effective working relationships with Hospital and Departmental management, supervisors, employees, control agencies, County, State, and Federal agencies, and members of the public.

0%

SITE SPECIFIC DUTIES

None.

0%

TECHNICAL PROFICIENCY

None.

2. SUPERVISION RECEIVED

The Accounting Administrator I (Supervisor) functions under the general supervision of the Accounting Administrator II.

3. SUPERVISION EXERCISED

The Accounting Administrator I (Supervisor) directly supervises the Senior Accounting Officer (Specialist), Accounting Officers (Supervisor), Accounting Officers (Specialist), Accountant I's (Specialist), and the Associate Governmental Program Analyst within the Accounting department.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance and business law; principles and techniques of personnel management and supervision; planning, organizing, and directing the work of others; the department's Equal Employment Opportunity Program objectives; and, a manager's role in Equal Employment Opportunity and the processes available to

**DUTY STATEMENT – ACCOUNTING ADMINISTRATOR I (SUPERVISOR)
(ACCOUNTING/BUDGET MANAGER)**

Page #4

meet Equal Employment Opportunity objectives.

ABILITY TO:

Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; speak and write effectively; plan, organize, and direct the work of others; and, effectively contribute to the department's Equal Employment Opportunity objectives.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

The Accounting Administrator I (Supervisor) (Accounting/Budget Manager) must be competent in governmental accounting and in effective elements of supervision and team building.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

The Accounting Administrator I (Supervisor) (Accounting/Budget Manager) must be proficient in FI\$CAL.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public.
- Comply with hospital policies and procedures.

DUTY STATEMENT – ACCOUNTING ADMINISTRATOR I (SUPERVISOR)
(ACCOUNTING/BUDGET MANAGER)

Page #5

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date