

Classification Title: Accounting Administrator I (Supervisor)	Branch/Division/Bureau: Administration and Licensing Services Branch/Financial and Business Management Division/Accounting Services Bureau
Working Title: Accounts Receivable Unit Supervisor	Office/Unit /Section/Geographic Location: Revenue Section/Accounts Receivable Unit/Sacramento
Position Number: 413-192-4549-003	Conflict of Interest Position: ☒ NO ☐ YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the general direction of the Revenue Section Chief, Accounting Administrator II (AAII), this Accounting Administrator I (Supervisor) (AAI) position serves as the Accounts Receivable Unit (ARU) Supervisor within the Revenue Section in the Financial and Business Management Division – Accounting Services Bureau. Responsibilities include planning, organizing, and directing all functions of the Unit, establishing policies and procedures related to the validation, depositing, and recording of accounts receivables and associated payments collected by the Department. This position is responsible for managing staff handling accounts receivable (AR) functions while assisting the Revenue Section Chief in developing and implementing the Department's accounts receivable control policies.

As a leader in State government, the AAI is responsible for developing and inspiring the team and delivering great results for Californians and California Department of Insurance (CDI). The AAI must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability, and motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The AAI must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and good judgment.

ESSENTIAL FUNCTIONS

- 35% Provides direct supervision and staff development, including oversight of the timeliness and accuracy of completed tasks and projects; provides on-the-job and formal training

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- based on the assessed needs of the individuals; ensures cross-training of staff; and provides appropriate and timely feedback to staff based on their performance. Plans, organizes, and directs the workload for the ARU. Monitors the day-to-day operation of the Unit to ensure receivables and associated receipts are properly processed and recorded timely. Oversees the processes and practices to ensure they are complying with the State's rules and regulations. Assists the AAll in streamlining, enhancing, and implementing control over accounts receivables.
- 25% Manages the AR systems (Oracle, Apex, and FI\$CAL) to ensure all invoices are properly prepared and recorded. Directs staff to follow up on unpaid invoices and assessing late charges when appropriate. Ensures all revenue is properly recorded to the appropriate fund sources. Ensures that the month-end and year-end financial transactions are completed timely and accurately to maintain the department's fiscal integrity.
- 15% Monitors and/or maintains the various systems and applications used within the ARU for processing collections and billing, including Oracle Financials – AR Submodule, Examiner Billing, Company Information Tracking System, Accounting Financials, FI\$Cal, etc. Acts as the liaison with Information Technology Division, external vendors, and/or programs to set up, delete, and maintain user accounts. Provides training to team members, as needed, to operate the applications and systems. Manages Information Technology projects related to AR system application changes, upgrades, and/or migrations.
- 10% Recruits and selects new personnel. Develops training plans for staff. Establishes performance expectations. Monitors and evaluates staff performance. Counsels subordinate staff regarding job performance and initiates action when appropriate. Meets regularly with staff to share departmental information. Keeps management apprised of potential issues. Provides ongoing feedback to staff on their job performance and identify staff's training needs to develop/provide specific training to accounting staff. Maintains an attendance record sufficient to provide effective supervision.
- 10% Attends internal/external meetings related to areas of responsibility.

MARGINAL FUNCTIONS

- 5% Performs special assignments (bureau event committee, departmental/bureau-wide activities, backup for office support functions, etc.) as directed.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- The incumbent must be able to work in a high-rise office building.
- The incumbent must be able to move large or cumbersome reports from one location to another, with or without reasonable accommodations.
- The incumbent must be able to work in a shared internal office space.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name