State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME: VACANT	
CLASSIFICATION: Accounting Administrator I, Supervisor	POSITION NUMBER: 800-623-4549-955
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/CCDD and CFSD Fed Rptg/CCDD/CFSD Unit
SUPERVISOR'S NAME: VACANT	SUPERVISOR'S CLASS: Accounting Administrator II

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.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

☐ None ☑ Supervisor ☐ Lead Person ☐ Team Leader

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

One Associate Accounting Analyst; Three Senior Accounting Officer, Specialists; Two Trainee/ Accounting Officer, Specialists

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

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 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 the Department's financial book of record, the Financial Information System for California (FI$Cal). Maintain the fiscal integrity of FI$Cal, the County Expense Claim (CEC) system, 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 general supervision of an Accounting Administrator II (AA II), the Accounting Administrator I, Supervisor (AA I-Sup) plans, organizes, and directs activities of six staff responsible for the federal reporting and federal grant management for the Child Care and Development Division (CCDD) and Children and Family Services Division (CFSD). This includes managing necessary cash flow to support federal draw requests; reviewing completed associated reconciliations; and developing staff interpersonal skills through contact with program personnel and control agencies.

A. RESPONSIBILITIES OF POSITION:

30% Directs and controls the federal financial operations of the CCDD and CFSD Federal Reporting Unit. This includes, but is not limited to, timely and accurate submission of Federal Financial Reports (FFR), Federal Funding Accountability Act (FFATA) and the Cash Management Improvement Act (CMIA) reports, development of reporting policies and related procedures to maximize the use and preservation of federal funds, and ensuring accurate accounting systems are developed to meet minimum federal and state reporting requirements.

20% Develops and reviews FFR reconciliations to ensure the accuracy of federal cash transactions and FFRs. These reconciliations encompass all FFRs and related accounting records including the Financial Information System for California, grant ledgers, and the federal Payment Management System records.

10% Provides supervision and coordination of federal audits for the CCDD and CFSD divisions, including timely submission of financial reports and implementation of corrective action plan.

15% Provides guidance and assistance to other CDSS organizations responsible for the budgeting and expending of federal funds to ensure appropriate use and accounting in accordance with FFRs, as well as state financial statements. This includes the coordination and resolution of complex fiscal issues pertaining to the budgeting, obligating, and expending of federal funds.

10% Represents CDSS, as needed, with other state agencies, including the State Controller's Office (SCO), and federal granting agencies on fiscal issues impacting federal funds, which may have an impact on the ability to make timely disbursements to vendors, local governments, and reimbursements to the state general fund.

10% Conduct and complete performance evaluations, probation reports and other personnel related memos in a timely manner. Organize regular meetings with staff to communicate the department/unit's short-term and long-term goals, discuss current issues or concerns of the unit and provide staff with solutions to issues and concerns

5% Other duties as needed to meet the goals and objectives of CDSS and the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AA I-Sup receives general supervision from an AA II. The AA I-Sup is responsible for the timely completion of assignments in an acceptable format and will communicate workload status to the AA II on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

Participates with the AA II in the management of the Federal Reporting Section, and represents the unit and ARB in discussions and meetings with other state agencies, counties, and CDSS programs. Acts for Section Chief when necessary.

D. PERSONAL CONTACTS:

The AA I-Sup has frequent contact with various levels of CDSS staff, state control agencies, other state agencies, federal agencies, and county agencies.

E. ACTIONS AND CONSEQUENCES:

The AA I-Sup has responsibility to ensure federal financial grant requirements are met as set forth by the State Controller's Office, the Department of Finance, the Bureau of State Audits, and the State Treasurer's Office. Delays in the submission of FFRs, or submission of inaccurate FFRs, could cause a loss of federal revenue to the State of California which may result in a cash flow shortfall or insufficient federal reimbursement to cover all eligible expenditures and limit CDSS' ability to operate critical human services programs. Lack of strict cash management policies or inaccurate reporting under the Cash Management Improvement Act could cost the state additional interest liability with the United States Treasury.

F. OTHER INFORMATION:

The AA I-Sup must have strong communication skills to interact effectively with CDSS staff, third party vendors, and various control agencies. The AA I-Sup must be able to work independently and draw sound conclusions to effectively perform the various duties of this job.