

California State Auditor

Duty Statement



Classification - Working Title:	Accounting Administrator I (Specialist) – Accounting Specialist (LT)	
Position Number:	339-100-4552-900	Division: Administration – Fiscal & Business Services
CBID:	E97	Designated Conflict of Interest Position: Yes ☒ No ☐
Employee Name:		
Position Description/Duties: Under general direction of the Accounting Administrator II and Fiscal & Business Services Manager, the Accounting Administrator I (Specialist) independently performs the more difficult professional accounting duties that include general ledger maintenance, monthly reconciliations, year-end accrual, adjustments, and preparation of year-end financial statements. The Accounting Administrator I (Specialist) applies knowledge of Generally Accepted Accounting Principles (GAAP) while analyzing and posting documents into internal systems, and acts as a California Fiscal Information System (FI\$Cal) subject matter expert and a liaison with management, control agencies, other government offices, and vendors.		
Job Functions - Essential (E) / Marginal (M) Functions:		
50% E	Accounts Payable - Audits invoices received from vendors, requests authorized approval, requests purchase orders as needed, and resolves purchase order/invoice discrepancies. Processes vendor payments, regular or expedited, to ensure prompt payment; resolves disputes with vendors; and assists with Stop Payment with the State Controller's Office. - Prepares multi-year contract payments and reconciliations. Provides payment log and other data to Business Services and Budget team per request. - Reviews and approves purchase orders. - Reviews and approves voucher payments in FI\$Cal (as an Approver I). - Processes travel expense claims, travel advances, and other miscellaneous checks ensuring compliance with state travel policies using SAM regulations regarding the Office Revolving Fund (ORF). - Releases master payroll and ORF checks. - Serves as the FI\$Cal subject matter expert and super user to provide complex and expert guidance on testing, validating and implementing functionalities, data structures, reporting capabilities, and compliance requirements on managing state government finances, analyzing budget data, and ensuring accurate financial reporting.	
45% E	General Ledger, Reconciliations, and Reporting - Maintains General Ledger accounts including preparing journal entries, analyzing account balances, preparing necessary adjustments, transaction request documents, and reconciling accounts with the State Controller's Office (SCO) accounts and State Treasurer's Office (STO) records. - Analyzes, prepares, and reconciles state financial reports to budgeted appropriations. Reviews and prepares financial reconciliations including, but not limited to, FI\$Cal and the SCO reconciliations; general ledger account reconciliations; cash in State Treasury reconciliations; and posts appropriate accounting entries to record revenues, transfers, SCO documents, etc. - Prepares and provides budgetary support to Budget Officer, such as providing FI\$Cal monthly expenditures data, FI\$Cal report, trial balances, etc. - Reconciles the Office Revolving Fund (ORF) on a monthly basis, including preparing a bank statement analysis and cash verification reports, and identifying outstanding checks or deposits.	

	• Runs Month-end Closing (MEC) process, checks outstanding queries of submodules, and resolves outstanding items. Coordinates with accounting staff to resolve outstanding issues to ensure timely closing of fiscal period in FI\$Cal. • Provides recommendations on accounting processes and updates procedures as needed. • Prepares year-end accrual and adjustment entries, and year-end reports including financial statements and footnotes. Makes appropriate recommendations on resolving reconciling items of year-end closing. • Prepares financial audit documents and schedules for annual external audit. Conducts research and assists in retrieving requested information. • Prepares annual 1099 data reports and nonresident tax withholding reports including identifying reportable amounts and preparing statements to SCO annually.
5% M	Fiscal Services Support • Maintains accurate, complete accounting records and files using electronic and manual filing systems. • Performs backup for deposits and other job-related duties.
Supervision Received:	Reports directly to and receives the majority of assignments from the Accounting Administrator II; however, direction and assignments may also come from the Fiscal and Business Services Manager (Manager II).
Supervision Exercised:	May serve as a lead for lower-level accounting personnel.
Special Requirements:	None
Working Conditions:	• This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Year-end accounting activities peak during the summer months of July and August. Accounting staff must be able to work overtime during this period and vacation time may not be approved. Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.
Position DS REV Date:	8/24/2026

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor's signature

Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

Incumbent's signature

Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.