

DUTY STATEMENT

Employee Name:	Position Number: 580-110-4552-909
Classification: Accounting Administrator I (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: General Ledger Fiscal Data Specialist	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/ Financial Management Division	Branch/Section/Unit: Accounting Reporting Section/State Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the Accounting Administrator I (Specialist) under the general direction of the Accounting Administrator II (Supervisor) to compile, review, and analyze large volume of fiscal activities of high complexity to maintain the integrity of fiscal data; performs the more difficult professional accounting duties that require a complete understanding of State Government Accounting process; and provides technical support and guidance to accounting staff in the solution of Month-End Close (MEC) outstanding items and Year End tasks in the Financial Information System for California (FI\$Cal) which include the review and analysis of complex reports and queries. This position independently performs the most highly complex analysis and technical research of financial data using advanced Microsoft Excel formulas including pivot tables, Microsoft Access application,

and various CDPH database systems to interpret the data collection and prepare monthly summary reports for management along with recommendations to solve and improve business requirements. The incumbent may have broad discretion in the solution of problems. This position acts as the lead and works closely with the Accounting Administrators, Chief Fiscal, Program Managers, State Control Agencies, and Auditors for projects assigned within the State Unit. The incumbent monitors the year-end closing tasks with sensitive deadlines to Department of Finance (DOF), State Treasurer's Office (STO), State Controller's Office (SCO), and FI\$Cal.

The incumbent works under the general direction of the Accounting Administrator II (Supervisor), Chief of the State Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Responsible for monitoring, tracking, and reconciling the expenditures, revenue for state funds. Independently reviews, monitors, researches, and analyzes MEC FI\$Cal reports and queries using Final Budget Report, Trial Balance, Commitment Control reports, Accounts Receivable and Accounts Payable accrual reports to identify reconciliation items, abnormal balances, expenditure authority issues, and over/under obligations to assess and provide the proper guidance and course of actions for staff in resolving issues within FI\$Cal appropriation accounts against SCO records. Reviews and monitors pending cash items, outstanding transactions not sent to the general ledger module, and transactions with suspense entries for submission of tickets to Fiscal Service Center as required. Monitors and ensures transactions interfaced into FI\$Cal are properly reversed and reclassified to the ultimate funding sources. Monitors, tracks, and assists staff with the funds' reconciliation items. Works closely with control agencies on transaction corrections. Follows up with staff for the creation and processing of correction journal entries (JEs). Reviews staff JEs for valid FI\$Cal chart fields before posting into in the system.
- 25% Prepares and applies specifics naming convention for the SCO Tab Run and various MEC FI\$Cal reports using Microsoft Excel advances Excel formula and pivot tables to ultimately link the reports with Microsoft Access database to streamline the reconciliation process for CDPH largest funding sources. Works closely with Accounting Administrator II, Fiscal Chief, and management to perform special projects independently in the analysis of the more complex data transactions to interpret and project fiscal trends, to identify underlying issues with daily business processes, and to provide evaluation, recommendation to help achieve efficiency for the units within Accounting and Program Sections in accordance with departmental directives, laws, rules, regulations, legislation. Responsible in the preparation of reports, development of

desk procedures, training and guidance to staff, and facilitation of presentation for the walkthrough of the data analysis to management as required.

25% Acts as the staff lead for various levels of accounting staff within the Accounting Section to coordinate, direct, maintain, and resolve accounting activities and reconciliation of complex transactions posted within the FI\$Cal general ledger module. Acts as the staff lead to coordinate, monitor, direct, guide, and train staff on the Year End task activities including other most difficult accounting assignments as required. Reviews year-end closing deadlines in conjunction with STO, SCO and FI\$Cal cutoffs. Prepares the more difficult year-end accruals; reviews the year-end accruals of multiple professional level accountants; acts as the Department's Liaison with the State Controller's Office and other control agencies to coordinate and direct the overall year-end information regarding the requirements for year-end activities and Work Plan for the year-end closing process. Provides other assistance and advice for completing the Department's financial statements, reconciliation assistance, researching and clearing various complex-reconciling items for Accounting Section staff as needed.

10% Assists the Accounting Administrator II in special projects.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as required, including but not limited to backing up other staff functions within the State Unit and participates on special projects as requested by management.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 5/9/24