

DUTY STATEMENT

DS 3022 (09/2026)

**DEPARTMENT OF DEVELOPMENT SERVICES
OPERATIONS
FINANCIAL SERVICES BRANCH
ACCOUNTING AND FISCAL SERVICES SECTION
DISBURSEMENTS SERVICES
GENERAL DISBURSEMENTS UNIT**

DUTY STATEMENT

JOB TITLE: Accounting Administrator I (Supervisor) **POSITION #:** 472-533-4549-003

EMPLOYEE:

POSITION DESCRIPTION: The Accounting Administrator I (Supervisor) manages and oversees the responsibilities for payments to the Department's Headquarters and State Operated Facilities (SOF) vendors. The position provides the accounting and fiscal services necessary to support the Department's program objectives and effectively manage internal accounting activities.

SUPERVISION EXERCISED: Supervises excluded, and rank and file staff.

SUPERVISION RECEIVED: Reports to and under general supervision of the Accounting Administrator II, General Disbursement Services.

Essential Job Functions:

- 35% Supervise and direct staff responsible for working with the SOFs (Developmental Centers and STAR Homes) and Headquarters vendors to gather invoices for payment processing, and serve as the liaison between the SOFs, Headquarters, and State Control Agencies, including the State Controller's Office, to resolve payment issues, vendor payment problems, and revolving fund account replenishments. Oversee the processing of various types of payments, including expense advances and urgent vendor invoices, such as those requiring payment to receive discounts or avoid Prompt Payment Act penalties, in accordance with the guidelines established in the State Administrative Manual (SAM). Review and reconcile all SOF revolving fund accounts by checking the Financial Information System for California (FI\$Cal) system and working with the Financial and Reporting Unit ensuring accuracy of accounts and expenditures are accurately recorded.
- 35% Manage staff in the preparation of year-end closing and adjusting entries for accruals and encumbrances. Provide supervision for the more complex accounting duties during the year-end process, including replenishments of all expense advance payments and encumbrances are accurate in the FI\$Cal system. Provide support in all areas of the Accounting Section, attend FI\$Cal training as needed, and assist with training staff by communicating relevant knowledge and procedures for each module covered.

Identify additional training needs based on staff responsibilities and expected level of expertise and develop staff as Subject Matter Experts who can participate in and support future training efforts. Update and create desk procedures to incorporate the most recent FI\$Cal updates.

- 15% Meets and consults with department managers, State and Federal officials, State Control Agencies, and other sections on accounting/audit issues related to financial data contained in FI\$Cal. Review claim schedules for correct funding and appropriation detail. Facilitate the resolution of the more complex payment issues regarding contracts, advance payments/offsets, purchase orders. Research and respond to requests for payment information from department managers, control agencies and internal and external auditors. Direct staff to follow up, analyze errors, and make corrections in FI\$Cal. Responds to financial data requests from department managers, State Control Agencies, Federal Government and various auditors utilizing the FI\$Cal system.
- 5% Prepares timely employee evaluations and appraisals, including probationary reports, annual performance reports, and/or grievances. Follow up on staff performance as needed to support ongoing professional development. Encourages career development and provides adequate training to obtain career goals for subordinate staff. Recruits, interviews, and provides recommendations, and prepares hiring packages for potential staff.

Marginal Job Functions:

- 10% In the absence of the Accounting Administrator III and Accounting Administrator II, assume responsibility for managing the Accounting and Financial Services Section to ensure a safe, efficient, and continuous work environment and other duties assigned within the scope of the classification.

WORKING CONDITIONS: This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time. Open-spaced partitioned office. Use of a computer on FI\$Cal Accounting System and various software applications (i.e., Microsoft Excel and Word). During peak times including year-end processing, requests for leave will be limited and approved on a case-by-case basis.

DESIRABLE QUALIFICATIONS:

Knowledge of: Leading project teams involving system implementation or continuous business process improvements. Working with various State accounting systems. Detailed-oriented and analytically minded. Excellent communication skills.

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Ability to: Meet the challenge of working in a fast paced and continuously changing work environment. Research and analyze complex accounting and business issues. Analyzing complex and sensitive issues to effectively arrive at a reasonable solution. Strong interpersonal, collaboration, and customer service skills. Self-starter with positive attitude and strong work ethics.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.