



YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT

CLASSIFICATION TITLE Accounting Administrator III	DIVISION NAME Business Operation and Solutions Division
WORKING TITLE Section Chief	OFFICE/SECTION/UNIT FI\$Cal Service Center, General Ledger MEC/YEC Section
EMPLOYEE NAME Vacant	POSITION NUMBER 333-450-4545-005

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the administrative direction of the CEA A, FI\$Cal Service Center, the Accounting Administrator III (AA III) will act as a lead and serve as a subject matter expert in the complex accounting processes and systems. The AA III will have high-level responsibilities in developing and providing direction on the most complex accounting strategies, policies and end user support. Additionally, the AA III is responsible for ensuring FI\$Cal system end users receive timely support in accordance with industry standards and service level agreements.

The FI\$Cal system represents a major change to the financial processes statewide and the incumbent is expected to have the broad knowledge, experience and skill in accounting required to successfully oversee the significant workload responsibilities of this position.

SUPERVISION RECEIVED

Reports directly to the CEA A, FI\$Cal Service Center.

SUPERVISION EXERCISED

Directly manages one (1) Accounting Administrator II Supervisor and (4) Accounting Administrator I (Specialists).

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

% OF TIME	ESSENTIAL FUNCTIONS
40%	Accounting Subject Matter Expertise/Consultation • Serve as an accounting SME to provide expert level statewide expertise and technical consultation on the current accounting structure, the State's budgetary/legal basis of accounting and the more complex statewide accounting functions to support FISCal end users on accounting processes at statewide and departmental levels. • Serve as a lead over the technical consultation of the current accounting structure, the State's budgetary/legal basis of accounting, and numerous statewide accounting functions such as General Ledger activities, Accounts Receivables, Cash Management, and Month End and Year End Close activities. • Document and monitor concerns or risks regarding the effectiveness of service support to FISCal end users; escalate issues/risks and provide mitigation strategies for Leadership review. • Plan, manage, coordinate and identify knowledge transfer opportunities from consultants. • Make recommendations to the authorizing authority, i.e., Department of Finance (DOF), State Controller's Office (SCO), State Treasurer's Office (STO), Department of General Services (DGS), etc. to gain consensus on approval of processes and/or policies.
20%	System Analysis • Collaborate, develop, and review detailed system requirements, gap analysis, interface establishment, design, configuration, installation, testing, training, deployment, process re-engineering, change management, communication, and other activities. • Participate as a lead on sub-project activities related to the development and management of the most complex business requirements, procurement of contracted services and system technology, system development and testing, business process re-engineering, workforce transition, and training for Business Operation and Solutions Division (BOSD) staff and end users. • Identify and provide critical input on system risks and issues related to accounting and develops resolution alternatives and contingency plans to mitigate those risks/issues. • In conjunction with the DOF, DGS, STO, and the SCO (Partner Agencies), formulate and make recommendations to ensure that the system requirements provide for sound fiscal control over the receipts and disbursements of public funds.

15%	Business Processes • Participate in the identification, analysis, development, and implementation of policies on a statewide and departmental level for the effective transition of existing processes/procedures and systems to the FI\$Cal system. • Analyze existing policies, standards, and procedures to assess the opportunities for process re-engineering. • Keep abreast of and present best business practices, based on research as it applies to departmental and statewide financial management processes and systems.
10%	Personnel Management • Establish job expectations and staff performance goals; provide input and feedback to staff through coaching, training, and mentoring to create a productive and cohesive team. • Complete personnel documents such as timesheets, probationary reports, performance appraisals, counseling memos, merit salary increases and etc. as applicable. • Provide direction and work assignments to subordinate staff; ensure deadlines are met. • Lead/participate staff recruitment activities to fill vacancies within BOSD.
10%	Administrative Oversight • Develop a skilled workforce by planning and providing appropriate trainings. • Provides regular guidance, performance feedback, and support staff, with a strong focus on employee growth and development. • Completes performance evaluations and probationary reports timely. • Reviews employee timesheets to ensure accuracy and proper leave usage. • Lead recruitment efforts and oversee the onboarding of new staff.
% OF TIME	MARGINAL FUNCTIONS
5%	• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; and business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in

regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

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 assigned HR analyst.)

Employee Signature

Date

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

Hiring Manager Signature

Date

HR Analyst: AB

Date Revised: 10/02/2026