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STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF LAND USE & CLIMATE INNOVATION
HRO-19 (REV 03/2025)

DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-304-4545-001				☐ CURRENT ☒ PROPOSED
PROGRAM ADMINISTRATIVE SERVICES		CLASSIFICATION TITLE Accounting Administrator III				
SECTION/UNIT (If applicable) ACCOUNTING OFFICE		WORKING TITLE Chief Accounting Administrator				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID M01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Yes	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	Choose an item.					

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long- range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the administrative direction of the Chief Financial Officer (CFO), the Accounting Administrator III functions as the Chief Accounting Administrator and is responsible for the leadership and oversight of the Accounting Office and departmental travel operations. The incumbent oversees the preparation of financial statements and reconciliations for all funds and FI$Cal operations, including cost allocation, month-end and year-end closing, and maintenance of the chart of accounts for LCI and the Governor's Office of Service and Community Engagement (GO-SERVE). The incumbent plans, organizes, and directs accounting and travel activities; ensures appropriate internal controls and compliance with applicable state and federal laws, rules, policies, and procedures; and works collaboratively with Administrative Services and program leadership to address fiscal and operational needs. The incumbent leads efforts to improve and modernize accounting and travel processes, systems, and services.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
100%	**ESSENTIAL FUNCTIONS**

HRO Approved: 10/09/26 CG

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30%	Independently manages the LCI Accounting Office. Responsible for the development, administration, and monitoring of the department's highly complex accounting operations and for developing and administering the accounting and fiscal systems of LCI and GO-SERVE. Collaborates with managers and program leadership; recommends policy and procedural changes related to accounting and fiscal operations; analyzes legislation and regulations; serves as liaison to fiscal control agencies; responds to audits; implements corrective action plans; and provides expert accounting and fiscal advice and guidance to departmental managers and staff. Directs accounting managers and staff; establishes goals, priorities, timelines, and expectations; delegates work and monitors workflow to ensure timely and accurate completion of accounting activities. Maintains adequate internal controls to provide reasonable protection for State assets and addresses complex fiscal issues with control agencies including the Department of Finance, State Controller's Office, and State Treasurer's Office.
25%	Plans and organizes activities to ensure the fiscal integrity, accuracy, and timeliness of accounting data. Ensures accounting activities comply with accounting principles, State Administrative Manual requirements, and other laws, rules, policies, and procedures governing State fiscal activities. Establishes and maintains appropriate internal controls, including separation of duties. Analyzes FI$Cal reports, accounting reconciliations, and fiscal year-end accruals for reasonableness, accuracy, and timeliness. Represents and participates in audits of LCI and GO-SERVE financial records by meeting with auditors, facilitating information sharing, responding to findings and recommendations, implementing corrective actions, and monitoring results. Identifies and implements improvements to accounting processes and procedures to increase efficiency, consistency, accuracy, and compliance. Develops accounting policies and procedures as necessary to meet statewide and departmental requirements.
20%	Provides management oversight and direction for departmental travel operations. Directs the supervisor responsible for the day-to-day administration of travel services and establishes priorities, expectations, procedures, and workload requirements to ensure timely and effective service. Ensures travel advances, expense reimbursements, travel-related payments, and associated fiscal activities are processed accurately and consistently and comply with applicable statewide requirements and departmental policies and procedures. Provides guidance and direction on complex or sensitive travel matters and ensures appropriate fiscal controls and accountability. Evaluates travel operations and workload; identifies operational risks, recurring issues, and service needs; and develops and implements improvements to processes, procedures, systems, and guidance. Works collaboratively with Administrative Services and program staff to understand travel needs and ensure travel operations effectively support departmental activities.
20%	Establishes and maintains cooperative and professional working relationships with departmental management and staff and representatives of other state agencies. Represents LCI in meetings and works to resolve sensitive or complex issues regarding accounting, travel, and financial operations. Collaborates with Administrative Services and program leadership to address fiscal and operational issues and improve coordination of administrative processes. Prepares and presents program financial reports, statistical information, and financial data for use by management, the Executive Office, and other state entities. Ensures the Accounting Office and travel operations support LCI's overall mission, goals, and objectives. Provides direction and oversight regarding the implementation of legislation, policies, regulations, and procedures. Conducts ongoing

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	risk assessments and monitors and verifies the adequacy of internal controls in compliance with the State Leadership Accountability Act.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

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. Principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others; the department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

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. Plan, organize, and direct the work of others; and effectively contribute to the department's affirmative action objectives.

DESIRABLE QUALIFICATIONS:

- Management or supervisory experience leading complex fiscal or accounting operations.
- Governmental fund accounting experience.
- FI$Cal or other Enterprise Resource Planning (ERP) system experience.
- Experience leading business process improvement, modernization, or organizational change initiatives.
- Experience developing and implementing internal controls, policies, procedures, and operational standards.
- Experience collaborating with executive leadership, administrative partners, and program leaders to resolve complex fiscal or operational issues.
- Experience using financial and operational data to identify trends, assess risk, and support management decision-making.
- Experience overseeing or administering State travel and expense reimbursement processes.

SPECIAL PERSONAL REQUIREMENTS:

- Ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Ability to ensure deadlines are met.

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SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE