State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Accounting Administrator I (Supervisor)	549-070-4549-011
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Accounting Services	Accounting Administrator I (Supervisor)	S01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Accounts Payable	HQ - Sacramento	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Accounting Administrator II

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the general supervision of the Accounting Administrator II in the Accounts Payable Unit, the incumbent plans, organizes, directs and evaluates the operation and accounting activities of an Accounts Payable (AP) unit, P-Card, Wex Card, Utilities, Settlements, and Direct Transfers for California State Parks and the three Conservancies. The incumbent works as a supervisor for the unit with an understanding of the entire accounting process and FI$Cal application. The incumbent develops and implements accounting methods and procedures consistent with control agency requirements and management objectives; provides technical advice and consults with departmental staff on AP processing activities; oversees the training and guidance of program and division staff regarding proper and sufficient documentation on payments; researches and resolves the most complex claims issues and consults with departmental management, control agencies, and other stakeholders as appropriate; reviews and responds to audit reports and findings involving claims processing and related issues; reviews legislation for fiscal impact/requirements and provides analysis and recommendations regarding claims processing issues.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	Supervise staff engaged in the operational and accounting activities pertaining to various AP functions. These areas of responsibility include oversight of vendor payments such as direct transfers, legal settlements, Procurement Card (P-Card) voucher/transaction review and approval, oversight of utilities, rent and lease payments; analyzes and audits invoices/receipts to determine appropriate method of processing payment requests for uploaded US Bank - P-Card transactions, which include Interagency Agreements. Review, analyze and prepare correspondence with FI$Cal supplier management staff for 1099 review and corrections. Verifies expenditure coding for validity and available funding and to meet necessary deadlines. Reviews and audits payment documents into vouchers for submission to the State Controller's Office (SCO), in accordance with SAM, Government Code, and departmental policies/procedures.
20%	Incumbent will provide Accounting Administrator II with analysis, accounting updates, write up recommendations, correspondence and make sound decisions regarding professional accounting problems. Provide account payable support, research and resolve difficult payment discrepancies with the Accounts Payable staff, General Ledger, Auditors, Districts, and SCO. Establish standards and develop recommended fiscal procedures and policies, training management,

	districts, divisions, headquarters and subordinate staff. Work with databases to create and streamline Accounts Payable workflow. Create spreadsheets and recommend ideas to reduce any duplication of work to streamline current processes in place. Assist AAII with special projects and assignments.
15%	Validate expenditure coding in FI$Cal for initial payment of various supplier payments for administrative invoices. Identify penalty payments due to suppliers according to the Prompt Payment Act requirements. Maintain ongoing contact with staff at all levels both internally and externally regarding supplier inquiries, payment status and funding. Respond to inquiries from suppliers, control agencies and other departments. Process voucher corrections appropriately, including voucher reversals requiring resubmission to SCO. Define and enter correct expenditure data into FI$Cal.
10%	Incumbent will use effective communication skills, and administrative and supervisory abilities, work closely with other professional Accounting and Human Resources staff to resolve complaints and issues, perform employee performance evaluations, review monthly time sheets for accuracy and approve. Maintain employee's vacation and sick leave requests along with work schedules. In the absence of Accounting Administrator II incumbent will attend meetings and prepare any necessary documents required.
10%	Prepare and update desk procedures manuals for Accounts Payable staff. Assist in the Year-end Accrual process.

MARGINAL FUNCTIONS:

%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

Work is performed in a standard office environment at Department Headquarters in Sacramento. Duties require extended periods of sitting and extensive use of a computer, telephone, and other standard office equipment. The position may involve periods of increased workload and deadline pressure, particularly during month-end and year-end accrual/closing processes.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

None

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	**SUPERVISOR SIGNATURE**	**DATE**

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	**EMPLOYEE SIGNATURE**	**DATE**