State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Accounting Administrator II	Accounting Administrator II

PROGRAM NAME	UNIT NAME
Office of Fiscal Services	Accounting - Collections, Accounts Receivable, Cashiering

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
1416 9th Street 12th Floor Sacramento, CA 95814	400 – 106-4542-016

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
S01	E	No	Yes	No

General Statement

Under the general direction of the Accounting Administrator III (Chief of Accounting), the Accounting Administrator II (AAII) performs a full range of management duties in the Accounting Office for the Department of Industrial Relations. The AA II performs as a multi-section manager over a group of professional, analytical, and semiprofessional accounting staff performing accounting functions. The AAII provides general direction to subordinate accounting managers and supervisors responsible for planning, organizing, and directing the work of the Collections, Accounts Receivable, and Cashiering sections. Acts through subordinate managers and supervisors to delegate the work assignments, establish priorities, and review the work activities of professional and technical staff to ensure conformity to the State's uniform accounting system, Generally Accepted Accounting Principles, and the State Administrative Manual.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
25%	Oversees the Accounts Receivable section for the Division of Occupational Safety and Health (DOSH) and the Division of Labor Standards Enforcement (DLSE) to ensure conformity with the State Administrative Manual, the California Labor Code, and Department policies and procedures. Oversees the maintenance of the Cal-OSHA, Elevators, Pressure Vessels, and DLSE accounts receivable in the Financial Information System for California (FI$Cal) and various subsystems. Reviews accounting reports from the DOSH and DLSE Accounts Receivable subsystems to verify the Accounts Receivable for data integrity and reconciliation; ensures that procedures are documented and maintained. Manages the timely and accurate billing, collecting, and reporting of the Department's Accounts Receivable. Requests discharge from accountability from the State Controller's Office; approves requests for write-off of delinquent Accounts Receivable.
25%	Cashiering section: Oversees the timely deposits and remittance to the State Treasurer's Office. Directs the timely processing of credit card and electronic fund transfers payments, lockbox, refunds and buybacks of checks due to non-sufficient funds. Approves requests for write-off of delinquent non-sufficient funds accounts. Responsible for the processing and collection of the annual Fraud Assessments on behalf of the Department of Insurance. Manages the monthly distribution of the

	department's payroll and the transit voucher program. Provides direction to subordinate staff regarding Cashiering Unit activities. Creates and maintains procedures to ensure the complete and accurate handling and reporting of the Department's cash activities and verifies proper safeguards are kept to maintain propriety while exercising effective cash management skills.
25%	Collections section: Works with the Staff Services Manager I concerning all outstanding debt proposed for write off before submission to the Chief of Accounting and the Chief Financial Officer for approval. Approves all payment plans proposed by subordinate management. Assists with complex research and reconciliation involving misapplied payments, overpayments, and/or discrepancies between billed amounts, Accounts Receivable amounts, or actual payments received and posted to Fi$Cal.
20%	Coordinates with the Chief Financial Officer, Chief of Accounting, AA II colleagues, and subordinate supervisors to develop and implement policies relevant to accounting issues and procedures which have department wide impact. Collaborates with the Chief of Accounting or Chief Financial Officer to discuss and resolve issues with policies, procedures, and personnel matters. Responsible for the development and implementation of and adherence to internal controls in order to detect, prevent and correct weaknesses which could cause a decline in the department's fiscal credibility. Analyzes and participates in the development of legislative mandated processes. Determines fiscal requirements and records needed to account for current and new programs to satisfy State and Federal reporting requirements. Assists in the development and implementation of new accounting procedures. Participates in audits by control agencies and the Federal Government.
Percentage of Time Spent	**Marginal Job Functions**
5%	Performs other professional or administrative duties as directed by the Chief of Accounting or the Chief Financial Officer including, but not limited to: timekeeping and reviewing staff work schedules and attendance to ensure adequate service levels; coordinating with Human Resources regarding personnel issues; identifying and approving training needs requested by subordinate staff; consulting with the Budgets Office on proposed Budget Change Proposals; reviewing proposed legislation for impact; working with Division Chiefs regarding the accounting structure needed for all new activities, contracts, or programs; and preparing material for presentation to Executive Management.

Conduct, Attendance, and Performance Expectations

This position requires strong leadership and staff development skills and the capacity to work with all levels of management and staff with professionalism and tact. 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.

Supervision Received

The incumbent reports directly to and receives assignments from the Accounting Administrator III,

Chief of Accounting. Less frequently, may receive assignments from the Chief Financial Officer.

Supervision Exercised

Directly supervises the Accounting Administrator I and Supervisor I classifications and may provide direction to other professional or technical staff, as appropriate.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The duties of this position are performed indoors. The employee's workstation is equipped with standard or ergonomic office equipment, as appropriate. Telework is available as approved by the department; travel is required.

Special Requirements/Other Information

N/A

Physical Abilities

Daily access to and use of a personal computer and telephone is essential.

Additional Requirements/Expectations

N/A

Personal Contacts

Click or tap here to enter text.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

S.S.	***10.15.26***
C&S Analyst Initials	Approval Date