JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Accounting Administrator I (Supervisor)	**0224-4549-502**	**50000308**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
		Fiscal Services/Billing Analysis & Master Data Sect

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **S01**	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☑ Supervisory ☐ Lead Person	**Nakithia Thomas**	**Accounting Administrator II**

APPROVED BY (Personnel Analyst's Name)	DATE
Tammy Geer	**10/15/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under general supervision of the Manager of the Water Project Bill Processing & Analysis, the Accounting Administrator I manages and directs the workload of subordinate professional level accountants engaged in the invoicing, analysis, and collection of the Department's customers for the State Water Project (SWP). Ensures the financial integrity and operational timeliness necessary to support the creation of the combined financial statements for the State Water Resources Development System (SWRDS) and State required financial documents. Financial records are maintained using both the full and modified bases of accounting to ensure financial statements conform to both Legal based and Generally Accepted Accounting Principles (GAAP).** **ESSENTIAL FUNCTIONS** **Duties require intermediate to advanced MS Excel skills. Knowledge and understanding of GAAP procedures; Governmental Accounting Standards Board (GASB) pronouncements; governmental accounting and budgeting; principles of electronic data processing; principles of policy formulation; statistical methods; principles of finance; business law; principles of business management; and uniform accounting systems. Work cooperatively with employees in the Division of Fiscal Services, as well as Departmental and other Agencies' personnel. Maintain consistent and regular attendance. The specific essential duties include directing and managing the SWP Billing Analysis and Master Data Section. The specific essential duties include:**
40%	**Administration:** **Plans, directs, and evaluates the overall workload and progress of the SWP Billing Analysis and Master Data Section staff to ensure the timely processing of billings; reviews billing records; manages the reconciliation of receivable general ledger balances; manages the reconciliation of external/internal customer balances, and ensures the preparation of necessary financial information in accordance with State statues and administrative regulations; and ensures the receivable general ledger accounts reflect an accurate balance necessary for the preparation of a GAAP financial statement.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Nakithia Thomas	➢	

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

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

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Percent of Time	*Activity*
	Directs the invoicing, reconciliation, research, review, and analysis developed by staff or requested by Management. Researches and provides recommendations and implements solutions on a variety of complex accounting requirements, policies, procedures, and issues. Provides direction to ensure the financial integrity and operational timeliness necessary to support the creation of the combined financial statements for the SWRDS and State required financial documents. **Troubleshoots problems that occur in billing processes, provides solution options and process improvements to prevent the recurrence of errors.** **Manages the collection policy/strategy for the accounts receivable using standard best practices. Develops and utilizes tools needed to make collections more efficient. Monitors, supervises, trains and develops staff to insure timely collection of receivables. Manages risk by insuring bad debt reserves are adequate and adjusted as needed.** **Creates, analyzes, and distributes various reports related to accounts receivable so that results are communicated to Management monthly and quarterly. Adjusts collection strategies and staff focus based on analysis of results.** **Provides leadership, coaching, mentoring, and day-to-day direction for individuals within the SWP Billing Analysis and Master Data Section.** **Supervises and maintains open communication with all staff and follows-up on general and specific issues.** **Ensures the billing and recovery analysis functions are being performed as stated in the Department's policy and procedure, and accounting controls are being maintained. Responsible for ensuring billing and recovery accounting and controls follow best business practice and the staff diligently adheres to these practices.** **Ensures accounts receivable deadlines are met to appropriately close month and year end. Reviews the accuracy of accounts receivable related date presented in year-end financial statements.**

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Percent of Time	*Activity*
	Customer Service:
30%	**Provides excellent customer service and teamwork skills. Focuses skill development on quality, change, and results-oriented behavior. Maintains a work environment that stimulates initiative and eager ability to analyze, coach/mentor, inspire and motivate. Promotes service to the Department and positive interaction among staff.** **Implements Business processes that standardize staff's response to various customer service situations and/or issues.**
	Staff Development:
20%	**Provides a solid understanding of the full-cycle accounts receivable function.** **Facilitates the staff's efforts to develop excellent verbal and written communication skills, accounting knowledge, organizational, and analytical skills.** **Ensures the Water Project Bill Processing & Analysis staff have a general understanding of GAAP.** **Ensures staff is proficient with the use of a PC and related software packages including SAP, MS Outlook, Word, Excel, and Internet.** **Envisions the Accounting Branch and employees future needs by assisting in the development and implementation of comprehensive systems which will provide complete automation of processes and procedures.** **Ensures that the written SWP Billing Analysis section procedures are current and available.**
	Liaison:
10%	**Acts as a liaison between the SWP Billing Analysis section, Control Agencies, State Water Contractors, auditors and Departmental program staff, to resolve accounting and billing/recovery issues. Provides Management with billing/recovery expertise and interpretation of billing/recovery accounting policies, procedures, and state administrative codes. Communicates with other State agencies and legal entities to resolve policy and law interpretations regarding billing/recovery, and provides information concerning the billing/recovery requirements of the Department.** **Continually strives to implement process improvements within the billing/recovery functions that will insure excellent customer service.** **Assists auditors with the interpretation of general billing/recovery procedures and clarifying billing/recovery accounting processes and providing billing/recovery details that support financial statements.** **All other duties as assigned by the Manager of the Water Project Bill Processing & Analysis Office.**

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Percent of Time	*Activity*
	KNOWLEDGE, SKILLS, AND ABILITIES: **Accounting Control Activities:** **A primary function of this section is to ensure the financial integrity of the receivable assets reported on the financial statements of the Department's funds, for both internal and external reporting requirements. To ensure data integrity, the incumbent will ensure that best business practices and standard accounting controls are used in the operations of the SWP Billing Analysis section. This includes the accurate and timely month-end close of all end-to-end bill processing activities.** **Management Principles:** **The position requires the incumbent to follow the management principles as documented in the Department's Strategic Plan to provide effective and efficient management of the SWP Billing Analysis section.** **Financial Reporting Activities:** **A primary function of this section is to ensure the integrity and timeliness in the SAP receivable data to facilitate the preparation of the combined financial statements of the SWRDS and the SCO Legal statements. To ensure that the costing data used by the UCABS system has integrity and will enable the Department to recover the costs of the State Water Resources Development System per the agreements signed by the 29 State Water Contractors.** **Financial Management Activities:** **A primary function of this section is to administer the receivable operations of the Department's funds to safeguard the Department's cash-flow, ability to manage the intra-fund accounts to ensure the accuracy and timeliness of the Department's Plan of Financial Adjustments. Cash flow reporting is central to the administration of the Department's funds.** **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.** **The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.**