

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 10/12/26
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-541-4549-XXX	Unit Fiscal Services		
Class Title Accounting Administrator I, Supervisor	Location Department of State Hospitals - Atascadero		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID S01	Work Week Group E	Class Ranges
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under general supervision, supervises a group of professional and semi-professional accounting staff performing accounting work; and directs a full range of fiscal activities in a medium-complex accounting office.			
60%	Ensures accounting activities and practices are within hospital, State, and Federal requirements and guidelines. Oversees, maintains, and monitors activity in the current accounting system to ensure accounting tasks are properly accomplished. Audits activity of staff on a routine basis. Actively promotes electronic transmission and the handling of data, and the development of reports using this data. Ensures various reports are prepared properly and timely, including year-end financial reports. Responsible for maintaining positive cash balances for all active fiscal years. Directs the preparation of year-end financial statement and the preparation of other reports as needed.		
25%	Maintains compliance with Legal Mandates, Licensing Regulations, and Accreditation Standards which govern Hospital Operations. Participates, as required, in maintaining hospital licensing and Accreditation from the Joint-Commission through ongoing standards compliance activities, successful on-site surveys, and appropriate survey follow-up. Develops effective Plans of Corrections (POC's) in response to deficiencies found by external review agencies. Ensures implementation of all POC's. Develops and/or revises policies and procedures in response to external mandates. Oversees and maintains compliance of Office Revolving Fund, Cashiering, Accounts Payables, Travel, and Accounts Receivables which are governed by hospital rules and regulations, the State Controller's Office, the Department of Finance, and other outside control agencies.		
15%	Prepares clear, concise evaluations and/or probationary reports in a timely manner. Promotes a harmonious working environment free of sexual or any other		

	form of harassment. Assists in the training of staff, while consulting with the Accounting Administrator II. Approves time-off requests, counsel's employees and enforces progressive discipline as necessary. Acts as Accounting Administrator II in their absence.
Other Information	Supervision Received: Accounting Administrator II Supervision Exercised: May supervise: Senior Accounting Officer, Specialist; Analyst I; Analyst II, Accountant I, Specialist; Accounting Officer, Specialist; Accountant Trainee; Student Assistant 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. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR

	Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES Knowledge of Departmental policies, rules and regulations. Knowledge of Department of Finance rules and regulations. Ability to plan, direct and evaluate the work of an accounting office. TECHNICAL COMPETENCIES Knowledge of and ability to operate FI\$CaI, Excel, Word, and Adobe computer programs. Ability to operate 10-key calculator. LICENSE OR CERTIFICATION N/A TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached. WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.
--	---

	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 Office of Human Rights). _____ 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. _____ Supervisor's Signature _____ Date _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Accounting Administrator I, Supervisor (4549)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmates, patients, or clients	X					
With co-workers				X		
Supervising staff					X	
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking		X				
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)					X	
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					