YOUR EFFORTS WILL MAKE FI$Cal A SUCCESS
DUTY STATEMENT

CLASSIFICATION TITLE Accounting Administrator I (Specialist)	**DIVISION NAME** Business Operation and Solutions Division
WORKING TITLE Accounting Administrator I (Specialist)	**OFFICE/SECTION/UNIT** FI$Cal Service Center, Payment and Assets Section, Accounts Payable Unit
EMPLOYEE NAME VACANT	**POSITION NUMBER** 333-450-4552-042

You are a valued member of the Department of FISCal. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Accounting Administrator II (AA II), the Accounting Administrator I (Specialist) (AA I) works as part of a multidisciplinary production system support team for the Department of FISCal (FI$Cal). The incumbent will provide the necessary information and support to departments required to transact in the FI$Cal system, and coordinate with the State Controller's Office (SCO) to facilitate the closing of accounting modules for Month-End Close / Year-End Close (MEC/YEC) activities. The AA I plays an important role in the overall success of the FI$Cal system by providing customer support, researching and resolving system incidents. The incumbent will be the subject matter expert (SME) for the Accounts Payable (AP) area, and provide support to change request processing. May provide back up in other modules when needed. The AA I participates in teams and workgroups focused on related FI$Cal areas, including ad hoc process teams.

The AA I will provide Level 2 (L2) functional support and working knowledge of data processing concepts, practices and methods to departmental end-users regarding FI$Cal system incidents and service requests in the FSC. This includes timely incident communication and resolution of reported incident tickets by FI$Cal system users.

SUPERVISION RECEIVED

Reports directly to the AA II.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

% OF TIME	ESSENTIAL FUNCTIONS
30%	**Customer and End User Support** • Monitor departmental ongoing support efforts and perform extensive research on incident requests for resolution. • Review incident resolution provided by supporting staff to ensure resolutions are clear and concise, and cross-train new staff if needed. • Provide expertise and consultation on the complexities of the current accounting structure, the state's budgetary/legal basis of accounting, and numerous statewide accounting functions such as budgetary controls, payroll, inter-fund transfers, payments, and investments to determine the impact of the new system on accounting-related processes at the statewide and departmental level. • Provide guidance and assistance on various topics/modules related to accounting, AM, LM, GL and PC practices to internal staff and departments in documenting current as-is and to-be business processes. • Provide guidance and training to department users through User Lab Support (USL). • Provide consultation on Virtual Instructor-Led Training (ILT) on various topics/modules to departments relating to accounting, AM, LM, GL and PC, and review ILT materials, if needed.
25%	**Research, Analyze, and Resolve Incidents** • Perform in-depth research on complex functional issues and provide analysis to AA II and staff. • Research, analyze and perform testing on FI$Cal system issues and provide recommendations to management by preparing Request for Changes (RFC). • Guide and work with BOSD staff, and participate on the FSC AP, AM, LM, AR, PC and GL teams. • Perform sensitive and complex activities necessary to achieve successful implementation of the FI$Cal system change requests; such as collaboration, development, and review of detailed system requirements, gap analysis, data conversion, interface establishment, reporting, design, configuration, installation, testing, training, deployment, process re-engineering, change management, communication, analysis and development of Structured Query Language (SQL) fixes, and other activities. • Work with department users on enhancement requests to understand the business needs and convert them into business requirements. Also, work with cross functional business teams and subject matter experts to design, review and implement the

	solution. Make recommendations in conjunction with the Department of Finance (DOF), Department of General Services (DGS), State Treasurer's Office (STO), and the SCO to ensure that the system requirements provide for sound fiscal control over the receipts and disbursements of public funds.
25%	**Subject Matter Expert** • Provide subject matter expertise by assisting the AA II with multiple highly complex fiscal responsibilities including review of functional design on enhancement items and assist in resolving more sophisticated issues including escalated incidents. • Review enhancement item incidents and provide functional support and analysis to validate the request and Functional Design documents. • Review key business-related change requests and make appropriate recommendations for changes to the FSC management team. • Collaborate with multidisciplinary stakeholders to ensure the design, development, and implementation of system changes addresses complex statewide and departmental needs for applicable business functions and applies best business practices. • Analyze complex existing policies, standards, and procedures to assess the opportunities for improvement. • Keep current with best business practices based on research as it applies to departmental and statewide financial management processes and systems.
15 %	**Documentation and Reporting** • Prepare and present status reports and updates for FSC management. • Develop and present analyses, issue papers, and memoranda to support decision-making. • Prepare and present incident ticket/change requests and ticket aging status reports and updates for FSC management. • Maintain regular communication and inform FSC management of all issues related to the functional business areas.
% OF TIME	**MARGINAL FUNCTIONS**
5%	• Perform other related duties as required to fulfill FI$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

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.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

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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.

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Hiring Manager Signature Date

HR Analyst: JM
Date Revised: 10/12/2026