JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Accounting Officer (Specialist)	**0252-4546-019**	**50011102**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
		Fiscal/GAB/Governmental General Ledger Section

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **R01**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Gina Onishi**	**Accounting Administrator I (Supervisor)**

APPROVED BY (Personnel Analyst's Name)	DATE
Tammy Geer	**10/29/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the general supervision of the Accounting Administrator I (Supervisor), the incumbent will perform financial analysis, reconciliation, and year-end reporting duties for assigned funds including governmental, internal service, and trust funds.**
	ESSENTIAL FUNCTIONS **This requires knowledge of State accounting procedures, State Administrative Manual and other control agencies manuals and regulations, and understanding of business processes of the SAP modules, Bond Resources Accounting Safeguarding System (BRASS), cost objects, and Department of Water Resources (DWR) Chart of Accounts. This position requires that the incumbent work cooperatively with others and maintain consistent and regular attendance. The specific essential duties are:**
40%	**Preparing monthly reconciliations for general ledger and appropriation accounts associated with governmental and nongovernmental funds. This involves utilizing DWR's SAP ERP system alongside State Controller's Office (SCO) account records and other computer applications to ensure accurate and reliable financial data. Internal reconciliations are conducted regularly, and journal entries from SCO are coded and posted to maintain compliance with established standards.**
20%	**Interpreting financial data and transactions to determine and post necessary entries to the general ledger and cost system, and initiate corrective actions as necessary. Requires knowledge of SAP cost object, business areas, SAP fund, trading partner business areas and trading partner funds, SAP general ledger chart of accounts and the California State standard chart of accounts.**
15%	**Assists in the coordination of activities for the preparation and completion of fiscal year-end financial statements for assigned funds. The statements are prepared on a Budgetary Legal basis and in accordance with Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP). The role also involves reviewing and analyzing financial statements for reasonableness and implementing adjustments necessary for accurate presentation.**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Gina Onishi	➢	

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*
15%	**Prepares Plan of Financial Adjustment letters for submission to the State Controller's Office (SCO) to ensure expenditures are allocated to the correct fund sources and to reimburse the Water Resources Revolving Fund (WRRF). This role also involves preparing Transfer of Cash letters for bond-funded transactions and updating the Bond Resources Accounting Safeguarding System (BRASS). Resolves financial accounting issues in collaboration with other DWR sections, auditors, and external contacts including control agencies.**
10%	**Processes various help desk tickets as requested. Contributes to the improvement of general ledger accounting processes and undertakes tasks and projects to ensure efficient and effective financial operations. May participate in special assignments and projects related to the Governmental General Ledger Section.**

KNOWLEDGE, SKILLS, AND ABILITIES

* **Strong organizational and time management skills with the ability to multi-task**
* **Ability to navigate and research in an automated accounting system**
* **Ability to analyze the financial activity recorded in SAP and understand the relationship to the various modules**
* **A customer satisfaction commitment**
* **Maintain regular, consistent, and predictable attendance and exercise good judgment**
* **Ability to use a ten-key adding machine, a computer and keyboard, and ability to move files, supplies, or binders up to 10 lbs.**

SPECIAL REQUIREMENTS

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.