California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Accounting Administrator I (Specialist)		**Accounting Administrator I (Specialist)**	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
FMD/Accounting Branch/GFRA		**Sacramento, CA - Headquarters Office**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	**01**	**2**	**None**
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	SUPERVISION EXERCISED	
☒ Yes ☐ No	☐ Yes ☒ No	**None**	
INCUMBENT		POSITION NUMBER *(Agency-Unit-Class-Serial)*	
		291-371-4552-014	

The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of the Accounting Administrator II (Manager), the Accounting Administrator I (Specialist) serves as a staff specialist responsible for the evaluation of complex fiscal activities having impact on accounting operations, policies, and procedures in the General fund Reconciliation and Analysis (GFRA) Unit. The incumbent represents the Accounting Branch in higher level discussions and projects related to statewide and board-wide fiscal activities; evaluates all activities including the effect of accounting systems on fiscal activities and reporting requirements, represents Board of Equalization (BOE) in high-level, complex, critical, enterprise-wide financial management projects such as Fiscal Information System for California (Fi$CAL), California Automated Travel Expense Reimbursement System (CalATERS) Global, and Dell Refund Project. Communicates and maintains effective working relationships with BOE management, control agencies, the Budget Branch, Administrative Support Division, and the Technology Services Division. The Accounting Administrator I (Specialist) is responsible for revisions of the accounting procedure manuals; distributing expenditure reports to BOE departments, maintaining the Cost Code Tables in the BOE Paris Database and identifying the effect on fiscal activities, analyzing and maintaining accounting records, special projects, and other job-related duties as required.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
60%	**ESSENTIAL JOB FUNCTIONS** Actively participates and represents the Accounting Branch in high level, complex discussions, and projects related to statewide and Board-wide fiscal activities, policies, and procedures. Provides accounting expertise on special projects and identifies changes which impact accounting's responsibilities, processes, and operations. Research issues with the project, perform analyses, and write issue papers and reports. Works closely with project team members and management. Oversees the installation of new projects and policies, ensures the successful implementation of new procedures and analyzes problems relating to the project or procedure. Develop training materials and instruct staff on statewide accounting policies and procedures, and peer review of staff work. Prepare staff analysis, write comments and prepare work plans and schedules to implement new accounting and reporting standards. Responsible for the completion of highly complex fiscal activities. Performs highly technical and complex legislative and fiscal analysis having impact on accounting operations. Evaluates and identifies impact of accounting system design on fiscal activities, makes recommendations on changes to management and prepares reports as required. Works closely with technical staff to ensure changes adhere to mandated rules and regulations. Develops and designs customized financial reports as directed by management. Maintains security procedures and standards. Updates and edits the procedures for the Accounting Branch's Business Resumption Plan (BRP). Tests the plan's directives for accuracy. Make recommendations to management on efficiencies of the BRP. Provides support and training for accounting staff on daily functions. Alerts management on problems. Participates in providing guidance and subject matter expertise on accounting and fiscal policies to FI$Cal. Interprets financial reporting processes, documents, and reports for project staff and consultants.

	Reviews State Administrative Manual (SAM) updates and management memos to determine impact on the Board's accounting operations. Maintains the organizational structure for the BOE including codes of expenditures, special funds, and program codes. Ensures the accuracy of the coding structure and informs affected Board staff of changes, reorganizations and deletions. Responsible for the accuracy of the information submitted for posting to eBOE.
15%	Prepares, reconciles, and electronically distributes budget expenditure reports to the Board Members and other BOE department contacts for review, analysis, and monitoring of departmental expenditures. Researches and analyzes expenditure information and accounting records for questions received from departmental analysts. Alerts the Budget Branch of any areas of deficiencies and surplus monies.
15%	Actively monitors developments in accounting and reporting requirements from the Governmental Accounting Standards Board. Responsible for the study, analysis, and monitoring of BOE's property inventory, Fixed Assets, and General Long-Term Debt accounting records. Reviews and analyzes reports for accuracy, suitability, and completeness. Evaluates control agency policy changes and issues regarding BOE property.
10%	**MARGINAL JOB FUNCTIONS** Performs special accounting projects. Gathers and analyzes accounting data. Assists in problem identification, making recommendations, and preparing reports for Board management.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable)*:

Work Environment:

- The position may be located in a high-rise building.
- Office setting with artificial light and temperature control.

Physical Abilities:

- Daily access and use of a personal computer and telephone is essential.
- Frequent use of an elevator and/or the ability to ascend/descend stairs up to eight (8) stories.
- Stationary position requirements consistent with office work.

Additional Requirements/Expectations:

- Required to work mandatory overtime during peak periods.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE

HRB Approval Date: 10/23/2026	**C&P Analyst Initials: EH**