DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005672	Classification Title: Accounting Administrator I (Supervisor)	Position Number: 835-324-4549-001
Incumbent Name: Vacant	Working Title: Accounting Administrator I (Supervisor)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time (FT)	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/Accounting Branch	Section/Unit: Fiscal Operations/Systems Unit	Reporting Location: Sacramento
Supervisor's Name: Diptiben Patel	Supervisor's Classification: Accounting Administrator II	CBID: S01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☐None ☐Lead ☐Managerial ☒Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	**Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:
Under the general supervision of the Accounting Administrator II for the Fiscal Operations Section, Accounting Administrator I (Supervisor) serves as the Systems Team Supervisor within the Accounting Branch. The incumbent provides direction on complex accounting issues and ensures the accuracy and integrity of CalRecycle's financial records. The supervisor oversees professional and technical accounting staff responsible for FI$Cal Systems operations, system testing, labor and cost allocation processing, table maintenance, reconciliations, and system-driven fiscal reporting.

Incumbent: Vacant
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The incumbent ensures the accuracy, integrity, and reliability of CalRecycle's fiscal information through continuous monitoring of FI$Cal system outputs, compliance with statewide accounting requirements, and resolution of complex accounting or system-related issues. The supervisor works collaboratively with other units within accounting, program divisions, FI$Cal partners, and control agencies—including the SCO, DOF, and State Auditor—to coordinate fiscal activities, address statewide system impacts, and support CalRecycle's role within the FI$Cal environment. The position also leads modernization and automation efforts to improve workflow efficiency, reduce manual processes, and enhance statewide reporting performance.

Essential Functions (including percentage of time):

25% The incumbent provides daily supervision and leadership to Systems Team staff performing FI$Cal and General Ledger (GL) activities. Duties include assigning work, reviewing deliverables, managing priorities, approving leave, completing performance evaluations, and ensuring staff maintain high levels of technical proficiency. The supervisor conducts regular meetings, sets fiscal and operational goals, identifies training needs, provides coaching on complex accounting matters, and ensures compliance with departmental procedures and statewide accounting requirements. The position also supports recruitment, onboarding, and staff development, fostering a collaborative and high-performance environment.

25% The incumbent manages CalRecycle's FI$Cal year-end and month-end General Ledger operations. This includes overseeing all system-driven closing activities such as accrual development, encumbrance adjustments, labor and cost allocation year-end runs, and monthly allocation processing. The supervisor ensures journal entries, system corrections, and monthly closing tasks are completed accurately and comply with statewide fiscal requirements. The incumbent coordinates closely with FI$Cal, SCO, DOF, internal accounting units, and program divisions to ensure all statewide deadlines are met and system-generated outputs reflect accurate fiscal conditions. The supervisor also manages staff workload during peak cycles, including mandatory overtime, and provides expert technical direction to resolve highly complex and sensitive fiscal issues.

20% The incumbent oversees monthly reconciliations and ensures the accuracy of clearing accounts, labor and cost allocation outputs. This responsibility includes identifying discrepancies, researching complex system-driven issues, coordinating corrective actions with multiple accounting units, and evaluating trends or fiscal risks. The incumbent provides detailed analysis to management, monitors the impact of system configuration changes, and ensures fiscal information correctly reflects program activities and statewide reporting needs. The supervisor leads improvements to reconciliation procedures, promotes consistency in accounting practices, and ensures month-end closing activities support accurate statewide fiscal reporting.

15% The incumbent directs FI$Cal system operations including functional testing, configuration updates, table maintenance, interface issue resolution, troubleshooting of system errors, and analysis of statewide FI$Cal releases. The supervisor documents business processes, evaluates opportunities to improve automation, and ensures staff understand system dependencies, interface impacts, and configuration changes that affect GL processes. This responsibility also involves participating in statewide workgroups, coordinating system solutions with FI$Cal partners and control agencies, and supporting system implementations or enhancements. The incumbent ensures the Systems Team remains knowledgeable of ongoing FI$Cal developments that impact CalRecycle's fiscal operations.

5% The incumbent collaborates with other units across the Accounting Branch to support department-wide fiscal operations, participates in internal coordination efforts, assists during high-volume workload periods, and develops or delivers FI$Cal or system-related training as needed.

Marginal Functions (Including a percentage of the time):

5% Review internal control procedures and make recommendations to realign staff duties as required.

5% Enroll/participate in training, where necessary (e.g., FI$Cal, and/or DOF) to broaden knowledge and remain consistent with changes/updates.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):
☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date