STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31368	Office of Fiscal Services	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Contracted Fiscal Services (CFS) - GL	707 Third Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Accounting Administrator I (Supervisor)	306-243-4549-008	S01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday through Friday, 7:30am - 4:30 pm (Flexible)	Permanent	
WORKING TITLE	TIMEBASE	
Accounting Administrator I (Supervisor)	Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☑ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the general supervision of an Accounting Administrator II, the Accounting Administrator I (Supervisor) directs professional, technical and clerical staff to provide accounting services and support to other state agencies. This position ensures accounting functions are in compliance with applicable rules and regulations and in accordance with Office of Fiscal Services guidelines, Governor's Budget, Department of Finance, state rules and regulations, and the appropriate government codes for timely month and year end close and financial reporting, utilizing Financial Information System for California (FI$Cal), California Human Resources (CalHR) rules and regulations, People Soft, and Microsoft Office Suite.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Oversees and monitors the accounting services provided to DGS Programs and Contracted Fiscal Services (CFS) Client Agencies by directing and assisting staff on all aspects of complex accounting work, addressing issues with FI$Cal and related tickets, and researching sensitive and highly complex issues related to accounting transactions in order to provide resolutions and to ensure deadlines are met timely for Client Agencies' Month-End Close, Year-End Close, and Financial Reporting.
30%	Develops and revises accounting methods and procedures by overseeing Client Agencies' financial

PERCENTAGE	DESCRIPTION
	transactions, consulting with and making recommendations to staff on various accounting related issues, in order to provide accurate technical advice and to ensure management objectives are met.
20%	Provides advice and makes recommendations to Client Agencies on issues that impact accounting operations and functions by researching and resolving complex and sensitive accounting issues, in order to provide sound financial tools to Client Agencies regarding financial operational issues, to ensure accurate and complete expert guidance in a timely manner, utilizing State Administrative Manuals Management Memorandums, and Budget Letters.
10%	Supervises, directs, develops, and reviews the work of subordinate staff by communicating unit goals and objectives, establishing performance expectations, inputting, reviewing and approving/ denying timesheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on the Office of Human Resources' processes, and developing timely performance evaluations and training plans, in order to provide opportunities for training, promote upward mobility, provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Project Accounting and Leave, applicable bargaining unit contract provisions, the Personnel Operations Manual, DGS policies, procedures and guidelines, State Personnel Board and CalHR laws, rules and regulations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Completes special projects and performs other staff management functions by researching, reviewing, and conducting studies as appropriate in order to provide information to CFS Client Agencies and Executive Management and control agencies as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

• Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.
• Ability to remain stationary for extended periods of time.

DESIRABLE QUALIFICATIONS

Knowledge and experience of closing accounting periods; financial statement preparation and review; complex account reconciliations; accounting system expertise; and data extraction and queries.
Advanced Microsoft Excel skills.
Ability to analyze processes, identify improvements, and implement customer service enhancements.
Skilled in applying accounting principles, analyzing data, and preparing clear, concise reports.
Excellent organizational, communication (oral and written), and time management skills.
Strong attention to detail with a focus on accuracy and meeting tight deadlines.
Ability to reason logically and creatively, exercise sound judgment, and act independently.
Flexible and adaptable to changing workloads, priorities, and fast-paced environments.

Proven ability to plan, organize, and direct staff effectively.
Works well under pressure and maintains great attendance.
Ability to interpret and apply laws, rules, policies, and procedures.
Builds and maintains cooperative relationships with internal and external stakeholders at all levels.
Ensures compliance with applicable laws and organizational standards.

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

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED