DUTY STATEMENT

Employee Name:	Position Number: **580-110-4549-014**
Classification: Accounting Administrator I (Supervisor)	Tenure/Time Base: Permanent/Full-Time
Working Title: Payables Supervisor	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Financial Management Division	Branch/Section/Unit: Financial Management Division/Accounting Operations Section/Invoice Payment Team 3

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by planning, organizing, directing, and overseeing the operations and accounting activities of the Invoice Payment Team 3. The Accounting Administrator I (AA I) (Supervisor) is responsible for troubleshooting operational and technical issues related to invoice processing and coordinating resolution with staff to ensure invoice payments are completed accurately and without delay. The AA I (Supervisor) monitors production and unpaid invoice levels to ensure workloads are completed timely. The AA I (Supervisor) responds to questions from programs and other sectional units within the department on encumbrance tracking, invoice payment and year-end inquiries and issues.

The incumbent works under the direction of the Accounting Administrator II (AA II).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Supervises, plans, directs, and evaluates the operations and accounting activities of the Invoice Tracking, Receiving and Manual Payments Team. Maintains control and accountability for invoice payments of multi-funded complex contract/purchase order, service order, grant allocations and various other vendor payments including utility, phone, freight, airline, and taxi. Oversees the team's end-to-end invoice processing, including assisting team members with invoice payments to ensure accurate completion of all tasks. Monitors production and unpaid invoice levels to ensure workloads are completed timely. Responds to questions from programs and other sectional units within the department on encumbrance tracking, invoice payment and year-end inquiries and issues.

25% Monitors invoices submitted and returned from the Invoice Tracking Portal to ensure work is processed according to Prompt Payment Act requirements. Monitors error files and outstanding invoice production and provides report findings to management on the status of the unit. Works closely with programs on payment issues. Supervises, processes and reviews government, settlement and grievance claims. Provides backup to other Accounting Units to clear any reconciling discrepancies as needed.

20% Reviews and approves voucher payments processed through the Financial Information System for California (FI$Cal), as well as manual claim schedules submitted directly to the State Controller's Office (SCO), including payments issued through the Office Revolving Fund (ORF) and processing of the replenishment to the ORF. Monitors and ensures all manual financial transactions processed by staff are accurately transferred into the FI$Cal system.

10% Provides training to staff to ensure compliance with State Administrative Manual (SAM), SCO and Departmental rules and regulations. Evaluates staff performance to determine training needs. Develops training plans to assist in improved performance, including on-the-job training. Completes staff probation reports and Individual Development Plans (IDP). Evaluates equipment, training needs, production and other items needed for improved staff performance and provides findings to AA II. Continually assists in the development of process improvements and updating of desk procedures for the unit. Assists in the recruitment process.

10% Oversees the year-end accrual process to ensure accurate financial reporting. Works on special projects and provides programs with specific expenditure reports upon request.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as needed.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: NW
Date: 11/4/26