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	
31386	Office of Fiscal Services	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Contracted Fiscal Services	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Accounting Administrator II (Sup)	306-243-4542-002	S01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday, 8:00am - 5:00pm	Permanent	
WORKING TITLE	TIMEBASE	
Accounting Administrator II (Sup)	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 direction of an Accounting Administrator III, the Accounting Administrator II (AAII) will perform as a multi-sectional manager for critical operational units (Accounts Receivable & Cash Management and Accounts Payable). The AA II will direct professional, technical and clerical staff in providing accounting and accounting systems services for CFS client agencies utilizing the Financial Information System for California (FI$Cal), State Administrative Manual (SAM), Government Code, California Department of Human Resources (CalHR) rules, Management Memorandums, Department of Finance (DOF) Budget Letters and Microsoft (MS) Office.

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%	Plans, organizes and directs the financial accounting activities of accounting staff by managing, directing and evaluating the operations of the units in order to develop new or improve existing procedures including the coordination of work-flow with other accounting units to ensure client business needs are met, maintain fiscal integrity and all aspects of the office's accounting functions and directives are correctly incorporated into the FI$Cal system.
30%	Oversees staff on all aspects of accounting work by providing guidance and direction on the integrity in the processing, reconciliations and reporting of CFS client agencies' accounts receivable & cash management and accounts payable in order to maintain fiscal integrity and provide

PERCENTAGE	DESCRIPTION
	resolution of sensitive and complex issues related to accounting transactions to ensure that CFS client agencies' accounting and reporting is timely, accurate and in compliance with applicable rules and regulations.
10%	Ensures the research and resolution of sensitive and complex accounting issues impacting the accounting operations and functions are managed in a timely manner by providing expert guidance and sound financial tools to staff and CFS client agencies in order to ensure accountability for customer satisfaction and quality services.
10%	Advises management on developments in FI$Cal, State Administrative, budgetary policies, rules and regulations affecting CFS client agencies by making recommendations for policy changes and solutions on highly sensitive and complex technical accounting/budgeting issues in order to comply to the most current DOF Budget Letters, DOF policy and process requirements, Finance Audit Memos, Management Memos and other state and federal accounting mandates.
10%	Supervises, directs, and develops staff in order to provide opportunities for training and upward mobility and provides guidance to subordinate managers on personnel performance issues by transferring working knowledge of DGS polices and procedures, FI$Cal, Project Accounting and Leave (PAL), the Personnel Operations Manual (POM), DGS policies and guidelines, the State Personnel Board and California Human Resources rules and regulations to ensure there is a strong informed managerial team in place.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Completes special projects and performs other staff management functions by researching, reviewing, and conducting studies as needed in order to provide information for CFS client agencies, DGS program offices, executive management, and control agencies to ensure accurate reporting and transparency of requested accounting data.

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.

DESIRABLE QUALIFICATIONS

• Strong working knowledge of accounting principles and practices, policy and procedures.
• Ability to read, understand, and interpret and apply legislation, accounting pronouncements, rules, standards, and procedures.
• Experience analyzing data and providing effective executive summaries.
• Demonstrated communication and negotiation skills, and the ability to encourage open communication across all levels of the organization.
• Work collaboratively with other sections, other divisions and with local governments.
• Strong administrative and organizational abilities.
• Strong personnel management including the ability to develop and mentor staff.
• Ability to communicate diplomatically and effectively with a variety of individuals (e.g., managers, staff, internal

and external stakeholders, local governments, Executive Office), conversing and questioning as dictated by the situation at hand.
• Effective presentation skills.
• Ability to perform well under pressure while working in a fast-paced and multitasking environment.
• Ability to follow directions while demonstrating a high degree of initiative, independence, and responsibility in successfully performing the assigned job duties.
Good work habits, self-motivated, dependable and a positive attitude.

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