# 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/Revenue Section** | | **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 | **May act as a lead** | |
| INCUMBENT | | POSITION NUMBER *(Agency-Unit-Class-Serial)* | |
| | | **291-371-4552-XXX** | |

*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 Business Taxes Administrator II, the Accounting Administrator I (Specialist) independently, performs complex professional and technical accounting work in the establishment, maintenance, research, and analysis of accounts and financial records for the Revenue Section. The incumbent understands the entire accounting process and accounting systems. Considerable contacts are made with California Department of Tax and Fee Administration (CDTFA) offices, Budget Branch, Cashiers Section, State Controller's Office (SCO), State Treasurer's Office (STO), California State Auditor (CSA), Department of Finance (DOF), and various State departments.

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

| PERCENTAGE OF TIME SPENT | DUTIES |
|---|---|
| 40% | **ESSENTIAL JOB FUNCTIONS**<br>Actively participate and represent the Accounting Branch in high level, complex discussions and projects related to the statewide and department fiscal activities, policies and procedures. Review and analyze new legislation to determine the impact on the Department's financial system, Financial Information System for California (FI$Cal) and the Department Centralized Revenue Opportunity System (CROS).<br><br>Reviews of legislative bills, State Administrative Manual (SAM) updates and Management Memos to determine impact on CDTFA's accounting operations. Prepares analysis and cost estimates on the resources necessary to implement new legislation and mandated changes to accounting processes. Monitors the progress of legislation and informs management of the status. Studies and recommends changes to accounting processes and procedures to conform to new legislation and procedural changes.<br><br>Participate in CROS design sessions, function as a CROS liaison, to research, gather, review, and submit Revenue requirements for new program/legislation implementations, and perform CROS legislation and Service Request (SQR) testing. Review CROS Ledger transactions to ensure compliance and reporting standards for accuracy and completeness. Provide training on new and modified systems CROS and FI$Cal.<br><br>Develop and document policy and procedures for process changes, new legislation implementation, system changes for FI$Cal, and CROS. Gather and analyze data, prepare proposals and make recommendations. Advise management on accounting and fiscal problems. |
| 35% | Reconcile complex funds to ensure compliance with reporting standards and review for accuracy and completeness. Analyze individual accounts to determine the proper action needed. Prepare correspondences to SCO, FI$Cal and DOF on Accounting and Budget technical, and policy/legislation issues. Prepare year-end financial statements for review by management, Fund Recipient Agencies, DOF, CSA, and SCO in compliance with SAM, GAAP, GASB set principals and guidelines. Respond to questions on financial reports from control agencies, partner agencies, and the California Department of Tax and Fee Administration (CDTFA) management. Review and approve staff's FI$Cal adjusting and correcting journals. Prepare, analyze, and verify financial reports, statements, accounts records, and various reports requested by management. |

| | |
|---|---|
| | Assist with FI$Cal Bank Reconciliation and unremitted worksheet monthly auditing to ensure cash transactions are compliant to reporting standards, auditing and assessing for accuracy and completeness. Prepare, audit, and validate deposit and disbursement transactions for completeness. Research cash activity information creating variances between CTS and FI$Cal General Ledger on Bank Reconciliation. Research various types of deposit transactions for timing and to determine transactions affecting the Adjusted Balance on the Unremitted worksheet. |
| 20% | Perform technical accounting work in reviewing fund reconciliations, bank reconciliations, monthly/quarterly revenue reports, and year-end financial statements. Communicate possible inconsistencies or errors and make recommendations on specific problems. Work with supervisor, Revenue team, or accounting analysis team on changes or problems to determine resolution. Assist with documenting and updating procedures as needed. |
| 5% | **MARGINAL JOB FUNCTIONS**<br>Perform special projects for the Accounting Branch including preparation of correspondence and factual reports on issues and recommendations to management. Assist with policy updates to include CDTFA Manual of Administrative Policy (CMAP) updates, developing Business Resumption plan, Accounting Branch Calendar, Memo to control agencies including Management Representation Letters, Certification Memos, Audit responses, etc. Perform other job-related duties as needed. |

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

**Work Environment:**

- This position may require working in a high-rise building.
- This position is located in an office setting with artificial light and temperature control.

**Physical Abilities:**

- Daily access and use of a personal computer, office equipment, and telephone
- The ability to ascend/descend using an elevator or stairs up to eight (8) stories.
- The ability to remain in a stationary position for extended periods of time consistent with office work.

**Additional Requirements/Expectations:**

- This position may require the incumbent to work occasional overtime.

***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: 11/13/2026** | **C&P Analyst Initials: EH** |