YOUR EFFORTS WILL MAKE FI$Cal A SUCCESS
DUTY STATEMENT

CLASSIFICATION TITLE Accounting Administrator II	**DIVISION NAME** Business Operation and Solutions Division
WORKING TITLE General Ledger Unit Supervisor	**OFFICE/SECTION/UNIT** FI$Cal Service Center, General Ledger MEC/YEC Section, General Ledger Unit
EMPLOYEE NAME Vacant	**POSITION NUMBER** 333-450-4542-002

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

GENERAL STATEMENT

Under the general direction of the Accounting Administrator III, the Accounting Administrator II (AA II) supervises the General Ledger Unit (GLU) within the General Ledger Month End/Year End Close Section (GLMYCS), FI$Cal Service Center (FSC). The incumbent will be responsible for providing FI$Cal system transactional support for accounting transactions and closing of the Accounting Sub Modules for Month End/Year End Close (MEC/YEC) tasks. This position will use a unique blend of FI$Cal system knowledge and the State of California's accounting and MEC/YEC policies and practices to direct a team of staff responsible for resolving accounting sub-module system issues. The AA II will serve as a subject matter expert to provide guidance to the 154+ departments in MEC/YEC activities in accordance with scheduled deadlines.

The incumbent should apply knowledge of governmental accounting for Accounts Payable, Accounts Receivable, and Project Costing. The incumbent will utilize their working level knowledge of governmental budgeting and accounting to re-engineer and modernize the State's financial management business processes. This will include considering the end-to-end processes and applying a broad understanding of the mission critical responsibilities and major functions of the project. Through the process of developing a model to support users of the FI$Cal system, the incumbent will be required to learn, understand, and apply the technical aspects of modern systems, including development, installation, data relationships, system structures, and system processes.

SUPERVISION RECEIVED

Reports directly to the Accounting Administrator III, GLMYCS Chief.

SUPERVISION EXERCISED

Supervises nine (9) Accounting Administrator I (Specialist) staff.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

% OF TIME	ESSENTIAL FUNCTIONS
35%	**Accounting Transaction Support** • Manage and direct the work of subordinate staff in the GLU by planning, organizing, executing and monitoring departmental ongoing support efforts in MEC/YEC tasks. • Provide accounting expertise and technical consultation regarding the State's accounting and financial management functions and processes in relation to the FI$Cal system. • Identify and provide critical input related to accounting functions and make recommendations to ensure that the system requirements provide for sound fiscal control of public funds. • Learn, understand, and apply the technical aspects of modern systems, including development, installation, data relationships, system structures, and system processes. • Resolve FI$Cal system issues associated with transactions created in the Accounting Sub-Modules, working with departments to understand their unique business needs through analytical studies of the complex accounting systems of state agencies. • Escalate departmental FI$Cal system issues and provide mitigation strategies, as warranted. • Develop, maintain and oversee reporting metrics associated with departmental issues and progress; create ad-hoc reports as needed. • Evaluate existing and proposed financial organization, policies, and procedures frequently involving the fiscal relationship of the state with other public and private agencies. • Develop and implement plans to prepare user departments for and assist them with monthly and annual closing activities, system module reconciliations, and interfaces between FI$Cal and departments' legacy systems. • Collaboratively work with FI$Cal cross teams to identify needs of impacted departments and deploy the support engagement. • Ensure instructions to departments are clear and support engagements with departments are structured, productive, and documented with manuals of accounting procedures, guiding and assisting in the installation of new procedures and systems. • Provide departments with technical and business analytical assistance in PeopleSoft and Hyperion in an understandable manner for departments. • Facilitate meetings with staff from multiple organizations to discuss complex business needs and technical topics as related to the FI$Cal system. • Monitor departmental engagement activities through to completion.

25%	**Collaboration** Work collaboratively within FI$Cal (i.e., division, offices, unit, and partner staff) and departments to: • Assist in identifying and implementing quality management actions for MEC/YEC improvements and processes. • Identify and formulate training opportunities to improve existing system users' practical knowledge and experiences. • Work with management to plan and implement departmental support models. • Develop deployment strategies by integrating ideas, concepts, and solutions for MEC/YEC related activities, and providing recommendations to Business Operation and Solutions Division management. • Develop and implement knowledge transfer activities and lessons learned meetings regarding department implementation efforts. • Facilitate internal FI$Cal meetings (i.e., planning sessions, status meetings, lessons learned sessions) to identify opportunities for improving the system users' experience. • Develop MEC/YEC documentation (i.e., procedures, articles, presentations), as warranted. • Plan and execute General Ledger and MEC/YEC activities at departmental locations, as warranted. • Assist in developing strategy sessions to continually improve the department support approach.
25%	**Staff Management** • Ensure subordinate staff provide accurate and timely guidance and support to departments and FI$Cal staff as it relates to accounting sub-modules. • Manage day-to-day assignments and timekeeping. • Develop short- and long-term objectives for managing and developing staff equipped to support departmental needs. • Provide feedback about performance; monitor and develop staff to achieve unit performance goals and objectives, including annual Individual Development Plans (IDPs). • Develop and implement reoccurring team building activities to foster strong working relationships and engagement.
10%	**Administrative Oversight** • Develop a skilled workforce by planning and providing appropriate trainings. • Provides regular guidance, performance feedback, and support staff, with a strong focus on employee growth and development. • Completes performance evaluations and probationary reports timely. • Reviews employee timesheets to ensure accuracy and proper leave usage. • Lead recruitment efforts and oversee the onboarding of new staff.

% OF TIME	MARGINAL FUNCTIONS
5%	• Perform other related duties as required to fulfill FI$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; and business law; and principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others; the department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively; and plan, organize, and direct the work of others; and effectively contribute to the department's affirmative action objectives.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature Date

HR Analyst: AB

Date Revised: 11/20/2026