DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-600-075	**Classification Title:** Accounting Administrator I, Supervisor	**Position Number:** 880-600-4549-011
Incumbent Name: Vacant	**Working Title:** Accounting Administrator I, Supervisor	**Effective Date:** November 2026
Tenure: Permanent	**Time Base:** Full-Time	**CBID:** S01
Division/Office: Administrative Services Division, Accounting Branch	**Section/Unit:** SRF & Systems / Systems Team	
Supervisor's Name: Denise Walker	**Supervisor's Classification:** Accounting Administrator II	

Human Resources Use Only:
HR Analyst Approval: Kathleen Hill **Date: November 24, 2026**

General Statement

Under the general direction of an Accounting Administrator II and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

Position Description

The Accounting Administrator I (Supervisor) plans, directs, and supervises the activities of the SRF unit which is responsible for all fiscal activities related to the two State Revolving Funds (SRF), Clean Water and Drinking Water. Responsible for reviewing the most complex monthly status reports for executive management. Responsible for reviewing GASB and FASB pronouncements along with Generally Accepted Accounting Principles to determine their effect on the Water Boards GAAP financial statements and supervises the activities related to the annual GAAP audits. Serves as the Accounting LGTS expert and is responsible for coordinating system modifications and enhancements to comply with new requirements. Serves as a member of the Revenue Bond financing team, consulting with internal and external groups to develop, review and implement all necessary requirements related to revenue bond sales.

Essential Functions (Including percentage of time):	
30%	Plan, direct, evaluate, and supervise the activities of the State Revolving Fund (SRF) Unit. Responsible for hiring, training, and evaluating employees; prioritize workload, provide guidance, and facilitates the resolution of the more difficult accounting problems. The unit is responsible for reconciling agency accounting records to the State Controller's Office (SCO) and State Treasurer's Office (STO) records for two complex State Revolving Funds: Clean Water SRF (CWSRF) and Drinking Water SRF (DWSRF), including special funds, federal grants, State bond funds, and revenue bond funds. Reviews the Plan of Financial Adjustment (PFA) cash remittances, posting of SCO journal entries, reviews the State's legal basis financial statements, management reports, and Federal Financial Reports. Reviews and approves reconciliations and provides technical assistance to the staff on appropriate reconciliation procedures. Ensures remittances are made timely and assist staff in analyzing remittance problems. Directs staff in clearing Financial Information System for California (FI$Cal) daily edits and clearing SCO reconciling items. Consults on the timely billing of loan repayments. Tracks month-end assignments and ensures processes are being performed timely.
20%	Supervises the preparation of management reports, including the development of new reports as needed for multiple programs, funds, and appropriations. Prepares detailed analyses of fund conditions, including revenues, expenditures, and cash flows. Prepares Generally Accepted Accounting Principal (GAAP) financial statements. On a continuous basis resolves complex accounting issues and answer inquiries from accounting managers/staff, program managers, budget managers, administrative officers, control agencies, and auditors. Analyzes new and proposed legislation to determine the impact on accounting records, processes, cash flows, fund conditions, and program requirements. Ensures that all statutory and administrative requirements are followed.
10%	Performs systematic review and implementation of internal control procedures for the SRF Unit to safeguard state assets. Makes recommendations regarding implementation of new programs and changes to existing programs. Regularly attends meetings with program managers and staff to assist in the establishment and implementation of new funds and programs, along with fiscal management of continuing funds and programs.
10%	Review FI$Cal tables for accuracy. Establishes table records for new funds and/or programs. Consults with FI$Cal system analyst and accounting management to resolve problems. Resolves fiscal processing problems and takes the necessary steps to correct procedural problems. Meets with Electronic Data Processing (EDP) managers and consultants; assists with development of new accounting systems, the enhancement of current systems, processes, and procedures as needed.

10%	Assists with the planning and coordination of year-end close activities. Assists with the revision of the year-end plan. Consults with control agencies as necessary to resolve year-end closing issues. Tracks year-end assignments and ensures year-end processes are being performed timely. Answers questions and inquiries from accounting staff. Leads bi-weekly year-end meetings.
5%	Serves as a member of the financing team to develop, analyze, and review documents and procedures related to complex financing activities for revenue bonds. Consults with the bond counsel, tax counsel, investment bankers, the Department of Finance (DOF), the SCO, the STO, the California Infrastructure Bank (I-Bank), and program management. Provides recommendations regarding establishment of accounts and procedures necessary to properly account for various financing options and potential impacts.
Marginal Functions (Including percentage of time):	
5%	Primary back-up for SRF/Systems Section Manager.
5%	Systematically reviews operations to create greater process efficiencies and improve quality. Develop and maintain desk procedures, workload standards, and performance measures, including probation reports, performance appraisal summaries (PAS's), and any other performance reporting activities required by the department.
5%	Perform other duties as required. Other special analyses and projects related to the Accounting Office functions as assigned. Occasional overtime during peak periods, such as year-end, may be required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a work-issued laptop and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 40 pounds.	
Typical Working Conditions:	
The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during peak periods such as year-end or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy this position is currently eligible for telework.	

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