

Current Proposed

Classification Title Accounting Administrator II	Division/Unit Administration/Accounting Office
Working Title Accounting Administrator II	IT Domain (if applicable) Accounting Office
Position Number 363-100-4542-001	Effective Date
Name Vacant	Date Prepared September 6, 2021

CalHR Mission and Vision

The Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Staff Services Manager III, this position functions as the manager over the Accounting Office. The incumbent oversees preparation of financial statements and various reconciliations for all funds; oversees FI\$Cal operations which include running cost allocation, month-end closing, and maintaining chart of accounts. This position is expected to plan, organize, and direct the activities of the staff to ensure the department's accounting related fiscal goals and objectives are met within the framework of Generally Accepted Accounting Principles and application state and federal rules and regulations. Duties include, but are not limited to, the following:

Job Functions

45% (E) Accounting Oversight

Plan, coordinate, and direct the Accounting Office on all accounting activities. Oversee reimbursement billing to ensure timely and accurate billing and collection; monthly reconciliation of receipts/remittances. Oversee timely invoice/voucher processing and payments; monthly reconciliation of encumbrances; timely posting of transactions in FI\$Cal; and timely replenishment of the office revolving fund. Oversee monthly reconciliation of CalHR and SPB funds and general ledger accounts to the State Controller's Office (SCO); monthly reconciliation of bank and office revolving fund accounts. Oversee and coordinate the month-end close

process and submission of month-end reports to FI\$Cal, and the Budget Office; the year-end process and preparation of statements to ensure the accuracy and integrity of the financial statements; provide technical leadership to staff. Oversee and closely monitor monthly cash flow for the various funding sources and plan of financial adjustment transactions to the SCO. Act as primary liaison with FI\$Cal, control agencies, and other administrative staff to resolve the most complex technical accounting and reporting issues. Work with the SCO and the Department of Finance (DOF) to ensure that state requirements are established and followed. Oversee and ensure proper and sufficient documentation is maintained for audit purposes.

35% (E) Personnel Management

Plan, organize, direct, and provide managerial review of the work performed by staff. Conduct regular unit and individual staff meetings to provide guidance, discuss assignments, and overcome challenges. Provide training and short- and long-term objectives for the development of staff including establishing performance goals. Promote customer satisfaction and quality service, assist in increasing employees' knowledge base and overall work performance, initiate or recommend changes that promote innovative solutions to meet customer needs and positive team building. Recruit, hire, train, develop, and provide leadership to staff. Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management.

20% (E) General Accounting Responsibilities

Develop policy as necessary to ensure compliance with State Administrative Manual and Government Code. Responsible for identifying and proposing options to improve the efficiency and consistency of accounting process and procedures. Establish and maintain cooperative and professional working relationships with co-workers, departmental management/supervisory staff, and staff from other state agencies. Represent the Department in meetings and negotiate sensitive or complex issues regarding accounting and financial operations. Represent and participate in audits of the Department's financial records by meeting with auditors, facilitating information sharing as necessary, responding to findings and recommendations, suggesting and implementing corrective actions, and monitoring results.

Supervision Received

The Accounting Administrator II reports directly to and receives the majority of assignments from the Staff Services Manager III (Fiscal Officer); however, direction and assignments may also come from the Administrative Division Chief or Staff Services Manager II (Budget Officer).

Supervision Exercised

The incumbent will directly supervisor a broad range of accounting classifications.

Special Requirements / Desirable Qualifications

Knowledge of: FI\$Cal, CalSTARS, and CalATERS; 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; business law; principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others.

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; plan, organize, and direct the work of others; and effectively contribute to the department's affirmative action objectives.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. Overtime may be required during year-end process and as workload dictates.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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 RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date