

DUTY STATEMENT

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Employee Name: Vacant	Current Date: July 2023
Classification: Accounting Administrator I, Supervisor	Position #: 673-810-4549-001
Division/Office: Administrative Services	CBID: S01
Section: General Ledger	
Supervisor Name: Ismaeel Jaradat	Supervisor Classification: Accounting Administrator II Supervisor

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

- 2. Associate Accounting Analyst
- 2. Senior Accounting Officer, Spec
- 3. Accounting Officer, Spec

Total number of positions in Section/Branch/Office for which this position is responsible: 7

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION: The purpose of the Accounting Branch is to perform accounting services including financial reconciliation, representation to control agencies, support of centralized services for all Boards, Departments, and Offices (BDO's) for reimbursable contracts and procurements, invoice payments, Finance Information System for California (FI\$Cal) table maintenance support and financial records management, accounts receivable for California Air Resources Board (CARB) and the Office of the Secretary for Environmental Protection (CalEPA), which includes revenues, reimbursements and abatements, employee payroll and travel, specialized activities include: subvention processing and disbursements, grant disbursements for multiple specialized programs (Carl Moyer, CUPA, AQIP, Prop 1B, etc.), special accounting of specific funds called out by the legislature, such as Global Warming Solutions Act of 2006 (AB 32) activities in the Air Pollution Control Fund (0115), Cost of Implementation Fund (3237), and Greenhouse Gas Reduction Fund (3228), where Cap and Trade resides, administering the Cap and Trade fund for the State of California.

CONCEPT OF POSITION: Under the general supervision of the Accounting Administrator (AA) II of the Accounting Branch, Fiscal Unit A. The AA I (Supervisor) is responsible for directing 6 professional staff in the General Ledger unit. The incumbent will perform the more difficult and complex accounting duties, the incumbent will prepare, review, and analyze the required monthly reconciliations for complex CARB and CalEPA funds/appropriations to ensure fund/appropriations balances are normal. Monitor the cash balances for CARB and EPA funds Reconcile review fund/appropriations balances with records maintained by the State Controller's Office (SCO) and the State Treasury Office (STO). Identify any discrepancies and initiate appropriate action to correct these discrepancies. Review, analyze, research and identifying aged reconciling items, resolve by posting adjustment entries to FI\$Cal, preparing adjusting entry requests to control agencies, (i.e.: SCO and STO) for these discrepancies. Review Bank reconciliation.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
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35%-E	<p>Coordinate and direct accounting staff on researching and resolving the most complex accounting activities and projects to facilitate goal accomplishment (e.g., reconciling all the Funds for ARB and EPA, Perform daily/ monthly Bank Reconciliation/Cash Management, implementation of the accounting-related portion of the various funds, Prepare DF-117 and DF 303's for funds and consolidated fund condition statement, etc. to be submitted to Department of Finance. Prepare year-end financial statements and management reports for the general and multiple special funds. Consistent with good customer service practices courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customers input when completing work assignments and the goals of the Ca. Air resources Board. Review FI\$Cal tables for accuracy. Consult with, Budget, FI\$Cal system analyst and accounting management to resolve problems. Resolve fiscal processing problems and takes the necessary steps to correct procedural problems. Meet with Fiscal team and consultants; assists with development of new accounting systems, the enhancement of current systems, processes, and procedures as needed. Key manager in the planning and coordination of year-end close activities. Assist with the revision of the year-end plan. Consult with control agencies (State Controller's Office (SCO), State Treasurer's Office (STO), Department of Finance (DOF), and Department of General Services (DGS), as necessary to resolve year-end closing issues. Track year-end assignments and ensure that year-end processes are being performed timely. Lead year-end meetings.</p>
35%-E	<p>Plan and organize activities to ensure the fiscal integrity of accounting data. Ledger Unit is responsible for reconciling agency accounting records to the State Controller and State Treasurer records for a complex variety of funds and special accounts. Specific responsibilities include, evaluate, and supervise the activities of the General Ledger Unit. Prepare the Plan of Financial Adjustment, review, analyze and maintain the more difficult and complex CARB special fund/appropriations (Air Pollution Control Fund 0115) and the Volkswagen (VW) Environmental Mitigation Trust, to ensure appropriation and account balances are normal. Review and approve reconciliations, provide technical assistance to the staff on appropriate reconciliation procedures. Ensure remittances are made timely and assist staff in analyzing remittance problems. Direct staff in clearing FI\$Cal daily edits and clearing SCO reconciliation items. Assist in reviewing program funding plans to ensure amounts allotted for the VW project funding such as Transit, School Bus, Class 8 Truck, Zero-Emission Freight/Marine, Light Duty Zero Emission Vehicles adhere to the Settlement Trust Agreement thresholds.</p>

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25%-E	Engage in staffing activities to enhance upward mobility: recruit, interview, and select staff to fill vacancies; mentor and/or provide training to develop staff's skills and knowledge; evaluate work performance by giving verbal and/or written feedback; completing probationary reports and the annual Individual Development Plan (IDP). Initiate disciplinary action when required to address work performance and/or behavior issues in the workplace. Handle the sensitive and/or more complex accounting activities and projects. Participate in the development and implementation of accounting policies Systematically reviews operations to create greater process efficiencies and improve quality. Develop and maintain desk procedures, workload standards.
5%-M	Performs other related AA I (Supervisor) duties as required, including representing the Accounting Administrator II and III in his/her absence. Occasional overtime during peak periods, such as yearend, may be required.