

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Accounting Administrator I, Specialist

POSITION NUMBER:

800-623-4552-013

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Finance & Acctng/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Acctg & Rptng/Fund Acctg & Rptng/Cash Mgmt

SUPERVISOR'S NAME:

Rosali Bautista

SUPERVISOR'S CLASS:

Accounting Administrator II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

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

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

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- None Supervisor Lead Person Team Leader

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

None

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS), maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System and State and Federal Regulations. Record and reconcile all transactions posted to CDSS financial book of record. Maintain the fiscal integrity of the Financial Information System for California (FI\$Cal), the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the general direction and supervision of an Accounting Administrator II (AA II), the Accounting Administrator I, Specialist (AA I-Spec) is responsible for the maintenance and uniformity of financial reporting for revenues, expenditures, reimbursements, fund transfers, special funds, and appropriations in accordance with state and federal rules and regulations. The AA I-Spec must work independently and make sound fiscal decisions in the course of managing funds and appropriations. Participates in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and FI\$CAL to meet daily operational needs.

A. RESPONSIBILITIES OF POSITION:

- 35% Analyzes, prepares, and reconciles state financial reports for budgeted appropriations, federal funds, and special funds. Reviews and prepares financial reconciliations including, but not limited to, FI\$Cal and the State Controller's Office (SCO) reconciliations; general ledger account reconciliations; cash in State Treasury reconciliations; federal and state revenue reconciliations; special fund reconciliations as required; and posts appropriate accounting entries to record revenues, transfers, SCO documents, etc. Prepares year-end accruals, financial statements, and analyzes fund balance differences; and encumbers funds for contracts and purchase orders against the appropriate funding sources ensuring adequate spending authority. The AA I-Spec must be knowledgeable and current on state accounting practices for state, federal, and special funds. Develops and implements fiscal procedures and processes to ensure compliance with the State Administrative Manual, FI\$Cal, Government Code, and state and federal requirements.
- 30% Analyzes and prepares long-term cash flow projections for all budgeted appropriations as requested by the Department of Finance (DOF). Analyzes and prepares long-term cash flow projections for all budgeted appropriations, federal grants, and special funds to ensure adequate cash balances to timely meet all disbursement needs, inclusive of all active Fiscal Years including, but not limited to, ensuring sufficient cash is available to make vendor payments and meet monthly payroll. This includes coordination and preparation of necessary funding transactions inclusive of schedule reimbursements, funding transfers, revenue collections, transaction corrections, and resolving cash flow issues from various financial and program staff, including the Accounting and Fiscal Systems Branch (AFSB), Fiscal Forecasting and Policy Branch, Financial Management Branch, California Health and Human Services Agency (CHHSA), and various CDSS programs. Serves as technical expert and must demonstrate strong communication and sound problem resolution skills to address the needs of all parties affected.
- 15% Reviews monthly FI\$Cal budget reports (i.e., B05) for anomalies and problems such as over-encumbered or over-expended appropriations, under-utilized appropriations, necessary expenditure cap adjustments, deficit reimbursements, etc. Assists in research and problem resolution of various funding issues using FI\$Cal reports, SCO records, and various source documents (federal draws, federal grants, invoices, claim schedules, Plan of Financial Adjustments, etc.). Develops procedures as needed between units. Researches and resolves various fiscal related issues or questions associated with Special Funds. Provides consultative services to Program, other fiscal entities, and DOF as needed. Prepares and delivers verbal fiscal presentations to CDSS staff and other agencies as needed.
- 10% Prepares specialized reports for complex analyses of accounting data to meet management needs and in response to special requests by CHHSA, auditors, DOF, etc.
- 10% Trains new staff and completes special projects assigned by management to support AFSB.

B. SUPERVISION RECEIVED:

The AA I-Spec receives general direction and supervision from the AA II. The AA I-Spec is responsible for the timely completion of assignments in an acceptable format and apprising the supervisor of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AA I-Spec works closely with other units within AFSB, CDSS, CHHSA, DOF, and other state agencies.

E. ACTIONS AND CONSEQUENCES:

To maintain the integrity of CDSS' cash flow and financial records, it is essential for the AA I-Spec to perform accurate and timely work and make sound fiscal decisions in the management of funds. Failure to meet these requirements may result in funding shortages, late payments, inaccurate financial statements, and limiting CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

The AA I-Spec possesses a high degree of analytical ability associated with cash management and CDSS' fiscal systems and procedures; independently analyzes a variety of documents and situations to determine compliance with various fiscal policies and procedures; and possesses a variety of analytical techniques to identify and resolve accounting problems. The AA I-Spec has knowledge of accounting principles and practices; governmental accounting and budgeting; administrative and statistical survey principles and techniques; principles of organization, administration, and management; uniform accounting system, financial organization and procedures of the State of California, as well as principles of public administration, office methods, and equipment and electronic data processing procedures. The AA I-Spec establishes and maintains cooperative relationships with those contacted in their work and prepares questionnaires, analyzes data, and draws sound conclusions. Speaks and writes effectively, conducts effective meetings, prepares summary reports, and issues memos. The AA I-Spec analyzes situations accurately and recommends an effective course of action and works well under pressure. This position will require overtime.