

YOUR EFFORTS WILL MAKE FI$Cal A SUCCESS

# DUTY STATEMENT

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| **CLASSIFICATION TITLE** | **DIVISION NAME** |
| Accounting Administrator I (Specialist) | Business Operation and Solutions Division, |
|  | Workforce Development Center, Client |
|  | Training Section |
| **WORKING TITLE**Accounting Administrator I (Specialist) | **POSITION NUMBER**333-450-4552-VAR |
| **EMPLOYEE NAME**TBD | **EFFECTIVE DATE**TBD |

You are a valued member of the Department of FI$Cal. 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 supervision of the Accounting Administrator II in the FI$Cal Workforce Development Center (WDC), the Accounting Administrator I (Specialist) serves as a Subject Matter Expert (SME) in the development of job aids and other learning materials for FI$Cal users for the accounting modules, including accounts payable, accounts receivable and general ledger modules. The Accounting Administrator I (Specialist) will support department engagement activities as requested. The WDC will support internal and external users on procedures for transaction processing, accounting, financial reporting, and accounting controls. The incumbent will participate in and provide SME support to multidisciplinary teams and workgroups including ad hoc process teams for the support of FI$Cal users. The FI$Cal system represents a major change to the financial processes statewide and the incumbent is expected to have the broad knowledge, experience, and skill in accounting required to successfully oversee the significant workload responsibilities of this position. The incumbent is a participating member of the WDC that is responsible for the training and support of internal support staff and external FI$Cal users.

# SUPERVISION RECEIVED

Reports directly to the Accounting Administrator II of the WDC within the BOSD.

# SUPERVISION EXERCISED

None.

# 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:

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| **% OF TIME** | **ESSENTIAL FUNCTIONS** |
| **45 %** | **Business Process Documentation*** Document business processes for FI$Cal accounting modules including accounts payable, accounts receivable, and general ledger modules.
* Provide FI$Cal System training to departments, utilizing knowledge of accounting principles.
* Develop training and support material for departmental users, coordinate and facilitate user training sessions, and user support lab sessions.
* Develop and update user reference materials, evaluate learning needs, and learning trends.
* Create and maintain training-related policies and procedures for external users*.*
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| **30 %** | **Department Engagement*** Participate in department outreach to identify any gaps in current business processes and/or FI$Cal functionality to develop and/or update training materials.
* Develop and implement process improvement actions for supporting departments
* Analyze, design develop, implement, and evaluate effective training delivery methods, including course curricula and instructional support materials.
* Assist with feasibility assessments based on training implementation, make recommendations regarding curriculum implementation for FI$Cal accounting modules.
* Participate in FI$Cal meetings (i.e. planning sessions, status meetings, lessons learned sessions) to identify opportunities for improving the FI$Cal system users’ experience.
* Develop and provide input on strategy sessions for continuous process improvement related to the department training approach.
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| **20 %** | **Training** * Develop content for Instructor-Led Training (ILT) sessions based on the curriculum for business processes across accounting modules.
* Implement training plans to improve existing system users’ practical knowledge of FI$Cal accounting functionality.
* Develop deployment strategies for training activities by integrating ideas, concepts, solutions, and providing recommendations to management.
* Coordinate with trainers to develop an ILT schedule to deliver curriculum created for business processes across accounting modules.
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| **5%** | **MARGINAL FUNCTIONS*** Perform other related duties as required to fulfill FI$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.
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# 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.

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.

# 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 FI$Cal’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 **H/R Analyst:** AB

**Date Revised: 11/5/24**