

<b>1. Institution/Division/Office</b> Central Office/Fiscal Services Management	<b>2. Unit Name/Industry</b> Accounting
<b>3. Class Title</b> Accounting Administrator II	<b>4. Proposed Incumbent (if known)</b> Vacant
<b>5. Current Position Number (Agency-Unit-Class-Serial)</b> 063-041-4542-001	<b>6. Effective Date</b>
<b>7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions:</b> Under general direction of the Chief of Accounting, the Accounting Administrator II establishes the California Prison Industry Authority (CALPIA) financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting financial information by managing subordinate managers and is responsible for the Reports & Reconciliation (RR) Unit, Fixed Asset (FA) Unit, and the Inventory Management Unit (IMU). The incumbent will be responsible for administering all CALPIA financial accounting policies and equivalent control agency activities. <b>8. Work Schedule:</b> Monday - Friday, 8:00am - 5:00pm	
<b>9. Percentage of time performing duties:</b>  30%          30%	<b>10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)</b>  <p style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></p> Directly supervises the AAI of Reports & Reconciliation (RR) and Inventory Management Unit (IMU). Trains staff and provides them with tools to meet CALPIA Accounting goals and objectives as well as to ensure staff are cross trained to provide back-up to desk duties as appropriate per classification. Monitors the quality and quantity of work produced b RR, Fixed Assets (FA) Unit, and IMU through various reviews. Communicates job expectation; plans, monitors, assesses, and discuss work performance with staff, enforces policies and procedures, supports strategic business initiatives by identifying performance measures; prepares and completes action plans to augment system improvements and automation of assignments and workload; implements and maintains quality management; and implements necessary change initiatives, and communicates to stakeholders.  Directs the development and maintenance of financial internal controls necessary for the effective fiscal management of CALPIA's manufacturing, service, and agricultural enterprises. Through subordinate managers of the Reports & Reconciliation (RR) Unit, Fixed Asset (FA) Unit, and the Inventory Management Unit (IMU), this position ensures the integrity of CALPIA's financial systems so that both State regulatory, Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Policies (GAAP) financial requirements are met; as well as State Controller's Office (SCO), Department of Finance (DOF), Department of General Services (DGS), and State Treasury Office (STO). Develops and maintains required policies and procedures to ensure the ongoing solvency of the Prison Industry Revolving Fund. Interprets changes and trends and advises the Chief of Accounting accordingly; researches and reports on causal factors influencing business performance; develops financial management mechanisms that minimize financial risk; conducts periodic reviews and evaluations for cost-reduction opportunities; manages organizational financial accounting, monitoring and reporting systems; produces accurate financial reports to specific deadlines; analyzes financial performance variances; initiates corrective actions. Confirms financial status by monitoring revenue and expenses and all cost accounting and manufacturing related data. Plans, organizes, and directs accounting daily, monthly, interim, and year-end activities for the RR, FA, and IMU. Provides oversight direction, establishes priorities, monitors unit activities, and ensures timelines and accuracy of the financial data. Leads through the daily and year-end activities of the general ledger and accounting system for CALPIA. Meets Accounting deadlines for all assigned tasks. Trains staff and provides them the tools to meet duties as appropriate per classification. Approves and prepares probation and performance reports. Monitors the quality and quantity of work produced by the RR, FA, and IMU through various reviews. establishes and maintains an affective system of internal controls and develops and maintains policies, procedures, and work standards to ensure organizational efficiencies. Reviews processes and establishes best practices to ensure the timely and efficient posting of all transactions affecting the CALPIA financial statements and reports. Engages in continuous review and process improvements to ensure the highest level of service and the most appropriate use of

<p>25%</p> <p>10%</p> <p>5%</p>	<p>resources. Evaluates and makes recommendations on the most complex and sensitive accounting issues utilizing communication skills, problem solving, and analytical techniques related to financial and accounting data. Identifies trends and coordinates with the appropriate areas to resolve identified, potential problems.</p> <p>Directs the periodic preparation, analysis, and publication of the enterprise financial statements and reports that will result in useful information for users including to guide and educate users of those reports so that users are able to assess whether CALPIA has been fully transparent and accountable for its activities as a fiduciary. Establishes and maintains policies and procedure addressing financial issues such as cash utilization, operating revenue, net income, operating expenses, overhead, depreciation, manufacturing data, and raw material and product costs. Participates in the development process of operational financial initiatives; evaluates and gives feedback on the potential viability of new enterprises and makes recommendations.</p> <p>Attracts, selects, orients, trains, assigns, schedules, coaches, counsels, and disciplines employees; communicates job expectations; plans, monitors, assesses and discuss work performance with staff, enforces policies and procedures, supports strategic business initiatives by identifying performance measures; prepares and completes action plans to augment system improvements and automation of assignments and workload; implements and maintains quality management; and implements necessary change initiatives, analyzes complex financial information, and communicates to stakeholders. Oversee projects, audit, monthly, and year-end financial schedules to ensure Fiscal tasks are complete and deadlines are met while providing plans and status updates to the Chief of Accounting, Financial Controller and Chief Financial Officer.</p> <p>Participates on CALPIA project teams representing the Accounting Section. Interprets changes and trends and advises; accordingly, research and report on causal factors influencing business performance; develops financial management mechanisms that minimize financial risk; conducts periodic reviews and evaluations for cost-reduction opportunities; manages organizational financial accounting, monitoring and reporting systems; produces accurate financial data for reports to specific deadlines; analyzes financial performance variances; initiates corrective actions. Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports; develops external relationships with appropriate stakeholders; liaise with auditors to ensure annual review and monitoring is carried out for RR, FA, and IMU.</p> <p style="text-align: center;"><b>MARGINAL FUNCTIONS</b></p> <p>Performs other duties required of the classification. Acts as a backup to the Chief of Accounting. Travel to CALPIA locations for training field staff, site visits, physical inventory, audits, etc.</p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></p> <p>Persons appointed to this position are expected to have and maintain sufficient interpersonal skills to work in a team environment; be able to work under pressure and within stringent timelines; be multi-task oriented; be dependable; maintain a good attendance record; be able to work overtime; be able to travel occasionally; be well organized and self-directed; be able to take initiative and work independently, when necessary, be able to exercise good judgment; be able to maintain confidentiality; and be able to work with and around incarcerated individuals.</p>
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11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:

PRINT EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE

Vacant		
<b>PRINT SUPERVISOR'S NAME</b> Mary Xianghong Ye	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>HR APPROVAL</b> KS 11/4/24		