

DUTY STATEMENT

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Employee Name: Vacant	Current Date: January 2025
Classification: Accounting Administrator II	Position: 673-820-4542-002
Division/Office: Administrative Services Division	CBID: S01
Section: Accounting Branch/ Receipt and Disbursement Section	

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

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

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict-of-Interest Code.
- Duties performed may require physical pre-employment.
- 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 the 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:

Accounting Administrator I (Supervisor) – 4

Total number of positions in Section/Branch/Office for which this position is responsible: 23

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Accounting Branch Receipt and Disbursement Section consists of the Accounts Payable Unit (AP), Collections, Cashiering, and Payroll Unit (CCPU), Travel & Research Unit, Research and Process Control Unit, and Grants Disbursement Unit. The Accounting Branch Receipt and Disbursement Section is responsible for financial activities related to vendor invoice payments, revenue/fee collection, reimbursements, salary advances, expense advances, travel advances, travel expense claims for both the California Air Resources Board (CARB) and California Environmental Protection Agency (CalEPA), research and process control, and grant disbursements.

CONCEPT OF POSITION: Under the direction of Accounting Administrator III, Accounting Administrator II is responsible for the overall direction, planning, coordinating, and reporting functions of the Accounting Branch Receipt and Disbursement Section for CARB and CalEPA.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Plans, organizes and directs the workload of AP, CCPU, and Travel and Research Unit on accounting activities (processing/reconciliation/reporting) not limited to invoice payments related to contracts, purchase orders, grants, service agreements, leases, and utilities, revenue and reimbursement collections, Office Revolving Fund payments, and travel expense claim reimbursements. Ensure activities are performed accurately and timely with the necessary resources and according to the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), State Administrative Manual (SAM) regulations, legislative mandates, State Controller's Office (SCO), Department of Finance (DOF), and Bureau of State Audits (BSA). Coordinate with Budgets/Fees Branch, Acquisitions Branch, Human Resources Branch, and other Divisions to ensure smooth workflow and the resolution of problems when issues arise.

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25%-E	Supervises staff by setting priorities and expectations and assigning work. Ensures goals and priorities are accomplished. Ensure the workload is accomplished according to internal controls and procedures. Make recommendations to improve processes and increase efficiency.
20%-E	Directs, supervises, and participates in staffing activities to enhance upward mobility. Recruits, interviews, and selects staff to fill vacancies; mentors and/or provides training to develop staff's skills and knowledge; evaluates work performance by giving verbal and/or written feedback: review probationary reports and the annual Individual Development Plan, etc.; initiate disciplinary action when required to address work performance and/or behavior issues in the workplace prepared by subordinate managers and supervisors.
15%-E	Identifies problems, formulates alternatives, and makes recommendations to maintain fiscal stability and ensure support of financial operations. Handles more sensitive and complex accounting activities and projects; participates in developing and implementing accounting policies. Analyzes legislation and makes recommendations for implementation, compliance, and reporting. Maintains and updates desk and unit procedures, plans out-of-office training, and provides in-office training -and- development opportunities.
5%-M	Serves as the backup to the Accounting Administrator III in his/her absence. Provides support to accounting managers in the section and works on special projects. Performs other job-related duties as required.

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