

**STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
DUTY STATEMENT**

EMPLOYEE NAME	CLASSIFICATION	POSITION NUMBER
	Accounting Administrator I (Specialist)	016-150-4552-001
DIVISION	UNIT	EFFECTIVE DATE
Admin/FASU	Accounting	TBD

SUMMARY OF RESPONSIBILITIES

Under general supervision of the Accounting Administrator II the Accounting Administrator I (Specialist) is responsible for the completion of highly complex analytical and advisory duties, and independently performs the most difficult professional accounting duties which require a complete understanding of the State Government accounting process. This position controls the accounting details of all departmental funding and expenditure activities and maintains the integrity of the fiscal data; performs the most complex analysis and technical research of financial data using advanced Microsoft Excel formulas and pivot tables, Microsoft Access, and various internal database systems to interpret the data and prepare monthly summary reports for management. The Accounting Administrator I (Specialist) gathers data and analyzes various accounting issues and processes, to develop and implement automated systems to enhance the efficiency of the accounting process; provides technical support and guidance to accounting staff and may have broad discretion in the solution of problems. The incumbent has considerable contact with the Accounting Administrators, Chief Fiscal Officer, Budget Officer, Contract Manager, Federal Agencies and State control agencies including auditors. Duties include, but are not limited to the following:

Description of Essential Functions:

- 40% Develop and maintain Grant Management/Project Costing/Customer Account configurations in Financial Information System for California (FI\$Cal). Establish and maintain Employee Labor Distribution files. Create and upload Allocation statistic journals and maintain Allocation steps. Coordinate, organize, and monitor the Month End Close (MEC) process; run monthly Labor Distribution and Cost Allocation process. Monthly reconciliation and processing Plan of Financial Adjustment (PFA), including cash analysis and preparation of state operations costs for drawdown. Reconcile SCO to FI\$Cal, to ensure both systems tie and take necessary corrective actions to resolve discrepancies. Maintain Grant Management information provided by Budgets Unit. Resolve complex FI\$Cal System issues. Perform Project Costing/Billing reconciliation to ensure all expenditures are included in weekly drawdown of federal funds. Provide guidance to Budget Analyst, Program Staff, and Accounting Staff regarding technical aspects of the FI\$Cal system. Coordinate, organize, and monitor the Year End activities and develop Year End Financial Statements.

- 25% Run daily queries and summarize data to provide transactional status reports to management. Reconcile allocations to internal databases. Perform complex reconciliations to assist Budget Analyst in gathering, analyzing, and preparing departmental budget reports. Reconcile accounting records against budget

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reports to ensure they tie on an ongoing basis. Provide reporting information to external Shared Fund Administrators. Ensure all Appropriations and adjustments are updated correctly in FI\$Cal system. Perform analysis of contract balances related to federal funds to advise Budget Officer of encumbrance and expenditure adjustments for depleted grants. Provide SME input for departmental projects and system updates. Run pay-cycle in FI\$Cal and route Office Revolving Fund checks to the appropriate managers for signature. Attend monthly FI\$Cal CIC workgroup and provide feedback and reporting recommendations on behalf of the department.

- 15% Maintain data provided by external systems. Update and maintain FI\$Cal access for all users through the Identity Self Service (ISS) system. Coordinate and implement new FI\$Cal functionality rollouts, including attending Town Hall meetings and disseminating information to lower-level staff; oversee the updating of Fiscal Accounting Systems Unit procedures and ensure that staff is trained on new processes. Build and Maintain reconciliation templates for the division. Complete and submit AUD-10a forms to the State Controller's Office for new federal funding awards. Prepare annual GAAP Adjustments and Management Representation Letter (MRL) files. Perform annual Prior Year Expense Reconciliation for Budgets.
- 10% Maintain customers in FI\$Cal. Provide input on system issues and resolutions. Coordinate and plan training of lower-level staff to support current business processes. Assist staff with the submittal and follow up of tickets to the Fiscal Service Center for resolution of system issues. Provide recommendations to upper management for improvement of reporting, projections, and system processes. Responsible for records management & retention for the Accounting Unit.
- 5% Maintain SharePoint documents for Accounting Unit. Provide back up and support to cash management and accounts payable staff responsible for daily transactions and reconciliations.

Description of Marginal Functions:

- 5% Special projects as assigned by Accounting Administrator II including, but not limited to: address auditor inquiries, Governor or Federal Government ad-hoc reports and inquiries. Acts in a lead capacity to train and monitor lower-level staff to process year end expenditure accruals, develop the year-end work plan, perform year-end general ledger reclassifications, and prepare the year-end financial statements.

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Supervision Received:

The Accounting Administrator I (Specialist) receives direction from the Accounting Administrator II and may receive guidance from the Chief Financial Officer and/or Chief of Administration.

Supervision Exercised:

The Accounting Administrator I (Specialist) acts in a lead capacity over lower-level staff.

Administrative Responsibility:

The Accounting Administrator I (Specialist) is responsible for adhering to generally accepted accounting principles, ensuring all work performed conforms to applicable laws, rules, policies, and procedures governing civil service accounting practices, and that work is accurate and timely. The Accounting Administrator I (Specialist) is also required to adhere to the laws, rules, policies, and procedures pertaining to civil service employees in general and specifically to employees of the Department of Community Services and Development.

Personal Contacts:

The Accounting Administrator I (Specialist) will have routine contact with vendors, departmental staff and/or management, control agencies such as State Controller's Office, State Treasurer's Office, Department of Finance, CalHR, Department of General Services, and on occasion Federal Agencies.

Actions and Consequences:

Failure to perform the functions of this position timely and in accordance with established laws, rules, policies, and procedures may result in untimely or inaccurate payments to vendors and staff, misleading or incorrect information for decision-making by management, incorrect and/or incomplete postings made into FI\$Cal accounting system which leads to the untimely submittal of the year-end financial statements. It may result in the inability for Program Staff to perform on-site monitoring visit to sub-recipients timely causing the loss of funding to the department due to program noncompliance, poor services to the department staff and potential audit findings.

Performance Expectations:

- Provide internal and external customers with effective service by timely responding to e-mails and phone calls within 24 hours of receipt with the exception of emergency issues in which the incumbent will respond as soon as possible.
- Treat all assignments personally given to you by the Accounting Administrator II and/or Chief Financial Officer as priority.
- Keep supervisor apprised of current work priorities and workload status

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- Keep updated, and appropriately apply, current laws, rules, policies, and procedures governing accounting-related issues.
- Be a team player.
- Be willing and able to accept increased responsibility.
- Maintains at least intermediate to advance skill level on PC software that directly impact assignments and is willing to learn new programs as they are incorporated into office operations.
- Organize and coordinate day-to-day work to ensure that all assignments receive appropriate attention and meet established timelines.
- Anticipate the need to modify established timelines, seek and obtain approval, as appropriate, and follow up with the appropriate action in advance.
- Be a team player and cooperate with your peers.
- Be accessible and accountable.
- Report to work and meetings on time.
- Maintain professional conduct and treat everyone with respect.

Characteristics:

- Customer Service – Personifies CSD’s number one objective, which is to provide clear, correct, courteous, complete, concise, and competent services to all internal and external customers. Understands and is sensitive to the diversity of the people we serve.
- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Flexibility and adaptability – Be willing and able to accept increased responsibility.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision, and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department. Awareness of the Department's critical issues and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.

Job Requirements:

The Accounting Administrator I (Specialist) must maintain a broad knowledge of the State’s accounting system, with specific attention to the methods utilized within CSD. Knowledge of Generally Accepted Accounting Principles (GAAP) and of the civil service laws, rules, policies, and procedures governing accounting must be maintained.

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Ability to perform the essential functions of the job, with or without reasonable accommodations including communicate effectively, comprehend, evaluate, and follow written instructions, type and use personal computers.

Conflict of Interest: This position is subject to Title 16, section 3830 of the California Code of Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties assigned as described above.

Can you perform the essential functions of the position, with or without reasonable accommodation?

_____ YES

_____ NO

If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE