

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-110-4549-024</b>
Classification: Accounting Administrator I (Supervisor)	Tenure/Time Base: Permanent/Full-Time
Working Title: Fund Reporting Unit Chief	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration Division	Branch/Section/Unit: Financial Management Branch/Accounting Reporting Section/State Unit/Fund Reporting Team A

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the Accounting Administrator I (Supervisor) under the general supervision of the Accounting Administrator II to plan, direct, and evaluate all accounting activities within a complex accounting system for the Department's funds. Activities includes monthly reconciliation between the department's FI\$Cal records and the State Controller's Office, posting all journal entries, and research and correction of all reconciling items. Also responsible for the preparation of the annual Year-End Financial Statements, Governmental Accepted Accounting Procedures (GAAP) Adjustments, Governmental Accounting Standards Board (GASB) Adjustments, and the annual Detailed Fund Balance Reports

The incumbent works under the general supervision of the Accounting Administrator II (AA II), Chief of the State Unit.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 40% Provide direction to analytical, professional, and semiprofessional accounting staff members. This includes direction on processing and reviews of the monthly reconciliations, the annual detailed fund balance reports, and the annual financial statements for Governmental, Non-Governmental, General, Federal, and Special Funds. Work with staff to meet GAAP and GASB reporting requirements for the State Controller's Office. Reviews the trial balances and the Final budget report for overspending of funds. Respond to State and Private Agencies regarding complex issues relative to the State and Federal Funds.
- 25% Plan, direct, monitor and evaluate the work of staff including the hiring, training, and reviewing staff work including setup of policies and maintenance of desk procedures. This includes responsibility for the preparation of workload analysis, statistical reports, and the work plan for the unit. In addition, develop training plans, provide appropriate training to staff and establish unit goals, priorities, and completion timeframes.
- 20% Reply to issues and/or questions from the various managers within the Department's programs for which the team performs the fund monitoring functions. Provide necessary information and request additional reports for program staff in the Department.
- 10% Respond to special requests and perform other related duties associated with the Accounting Section's activities. Work with the Accounting Administrator II as Year-End (YE) Coordinator to include updating the YE plan, YE letters, and setting YE meetings.

### Marginal Functions (including percentage of time)

- 5% Act as the primary backup for the AA II on a revolving schedule.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable

statement to the employee named above.

accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: D.S.

Date: 10/4/2023