

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Accounting Administrator II

POSITION NUMBER:

800-623-4542-001

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Accounting and Reporting/Fund Accounting and Reporting

SUPERVISOR'S NAME:

ROSALI BAUTISTA

SUPERVISOR'S CLASS:

AA III

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Two Accounting Administrator I, Supervisors and three Accounting Administrator I, Specialists.

Total number of positions for which this position is responsible: 26

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System and State and Federal regulations. Record and reconcile all transactions posted to the Department's financial book of record, Financial Information System for California (FI\$Cal). Maintain the fiscal integrity of the FI\$Cal, the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies, as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the general direction of the Chief of the Accounting and Reporting Bureau (ASRB) the Accounting Administrator II (AA II) plans, directs policy, and sets goals to ensure effective, efficient, and equitable disbursement, control, and accountability of more than \$50 billion in federal, state funds, and reimbursements. The AA II also provides planning, direction, and accountability to ensure the successful implementation of FI\$Cal to meet the financial reporting and business needs of the Bureau, as well as interfacing with the other organizations of the Branch.

A. RESPONSIBILITIES OF POSITION:

- 40% Oversees accounting operations to ensure that required funding data is properly recorded and accounted for to meet the requirements of the various state and federal fiscal control agencies for all funds and appropriations administered by CDSS; assesses funding risks due to changes and/or problems in accounting practices and makes recommendations to management or takes corrective action as the situation warrants; ensures effective utilization of automated accounting systems; and works with other bureaus in CDSS to ensure staff have access to the necessary reports and databases. Participates in the development and implementation of FI\$Cal.
- 25% Supervises the Cash Management, General Ledger, and Reimbursements and SCDD/CALHHS Accounting Units of the Section. Oversees these Units to ensure proper controls are in place to prevent loss of funding, regardless of source.
- 15% Represents CDSS on an ongoing basis with other state agencies on fiscal issues that affect the timely flow of state funding. Ensures that annual appropriations and reimbursements are received, reported, and/or invoiced on a timely basis. Assists the Bureau with ongoing fiscal issues of federal funding and works collaboratively to resolve those issues.
- 10% Proactively coordinates and resolves complex fiscal issues and sensitive problems relating to the funding of Local Assistance and State Operations. Represents the Accounting and Fiscal Systems Branch (AFSB) in meetings with the Fiscal Forecasting and Policy Branch and the Financial Management and Contracts Branch on issues involving budget authority, appropriations, re-appropriations, reimbursements, budget revisions, contract funding issues, audit findings, etc.
- 5% Reviews and analyzes proposed and/or finalized state and federal legislation, rules, and regulations for fiscal
- 5% Other duties as needed to provide support within the AFSB.

B. SUPERVISION RECEIVED:

Under the general direction of the ARB Chief, the AA II plans, directs, and evaluates the Department's financial reporting and cash flow management by ensuring effective and efficient controls in accountability of approximately \$47 billion in federal and state funds. This includes proper oversight of policy direction, development, and accomplishment of goals aligned with CDSS's Mission and AFSB's Strategic Plan. The AA II is also responsible for the successful transition from the legacy accounting system and sub-systems to the development and implementation of FI\$Cal and CECRIS to meet the financial reporting and business needs of the Department as well as interfacing with other impacted organizations. The AA II is responsible for the timely completion of assignments in an acceptable format and apprising the Bureau Chief of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

The AA II is responsible for: all management functions of the Section; the maintenance of effective policies and procedures; and the organizational structure and staff, including the timely recruitment of vacant, anticipated vacant, and newly budgeted positions. The AA II participates with the Bureau Chief and the other Section managers in the daily management and oversight of the Bureau; develops and maintains various policies and procedures for ASRB; and represents the Bureau in discussions with other government agencies and external stakeholders. Acts for the Bureau Chief in his/her absence.

D. PERSONAL CONTACTS:

The AA II has frequent contact with various levels of CDSS staff, county welfare departments, County Auditor-Controller offices, state control agencies, federal agencies, community based organizations, and various vendors. The AA II ensures all contacts are addressed timely with the highest quality of customer service.

E. ACTIONS AND CONSEQUENCES:

The AA II is responsible for ensuring required financial statements are completed accurately according to state and/or federal rules and submitted timely to State control agencies and/or federal agencies. Any incorrect data or delay in the submission of these reports will negatively impact CDSS and California by the State's inability to produce the Preliminary Annual Report-Cash Basis thereby affecting its bond rating and possible loss of federal funds that would adversely impact the State General Fund and CDSS's ability to operate critical human services programs.

F. OTHER INFORMATION:

This position requires: excellent written and verbal communication skills; proficient knowledge of governmental accounting and budgeting and cash management; a basic understanding of all welfare and social services program structures; knowledge of Equal Employment Opportunity policies to ensure compliance and to maintain a work environment free from harassment and discrimination; and the ability to anticipate the needs of the Section and understand how the Section fits into the bigger picture of the Bureau, Branch, and Department and the programs it administers. This position requires overtime and travel.