

DUTY STATEMENT

1. Institution/Division/Office: Central Office/ Fiscal Services/Accounting		2. Unit/Industry/Enterprise: Reports and Reconciliation Unit	
3. Classification Title: Accounting Administrator I (Specialist)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-041-4552-001		6. Effective Date: 04/01/2025	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Administrator I, Supervisor, the incumbent functions as a specialist in the application of the California Prison Industry Authority's (CALPIA) most complex financial reporting requirements and serves as a lead person to the Reports and Reconciliation (RR) staff.			
8. Work Schedule: Monday-Friday; 8:00am-5:00pm			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
		ESSENTIAL FUNCTIONS	
25%	Serves as a lead person to the RR Unit staff. Prepares and reviews CALPIA's monthly and year end financial statements and all other accounting reports, with strong emphasis on compliance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards. Provides financial data, reports, and consultation as requested to CALPIA management. Assists with the year-end financial audit and completes the year-end closing process as well as the required duties and tasks assigned. Works with the financial external auditors; prepares the Management Discussion Analysis and Notes Section of the financial statements which are required for the CALPIA audited financial statements. Performs duties for complex, analytical assignments and projects. Understands CALPIA's operations and business processes.		
25%	Researches and analyzes complex financial data and issues reports in accordance with accounting principles' for accuracy, trends and organizational impact. Prepares and analyzes reports including but not limited to the monthly Financials and Revenue statements, Cash Flow Analysis reports, and year-end reports. Reviews data for inconsistencies/large fluctuations, makes necessary adjustments; identifies significant trends and makes comparisons to other accounting periods, identifies organizational impact, and communicates to management the results of monthly financial statements analysis. Researches, understands, and is the subject matter expert on GAAP principles and GASB statements; policies, procedures, and requirements in the State Administrative Manual (SAM); and policies of the State Controller's Office (SCO), Department of General Services (DGS), Department of Treasury, and Department of Finance. Trains staff on new policies and procedures; provides recommendations to accounting management on the recording of required entries and Financial Statement Notes to ensure reporting compliance.		
20%	Assists the RR Supervisor by reviewing and monitoring RR staff work for accuracy, completeness, and quality. Assists with establishing and maintaining an effective system of internal controls. Review processes and establish best practices to ensure the timely and efficient posting of transactions. Engages in continuous review and process improvements to ensure the highest level of service and the most appropriate use of resources. Evaluates and makes recommendations on the most complex and sensitive accounting issues utilizing problem solving and analytical techniques. Identifies trends and coordinates with the appropriate areas to resolve identified issues.		
15%	Communicates and maintains operational liaisons with CALPIA staff and management, control agency personnel, auditors, other state agencies, and customers relative to accounting and policy issues. Maintains, establishes, and implements accounting policies and procedures ensuring efficiencies and alignment with CALPIA policy, strategic business goals and objectives, as well as Government Code. Develops and implements new policies and procedures in accordance with applicable State and Federal laws, rules, and regulations and control agency directives. Develops, maintains, and communicates International Standards Organization (ISO) procedures, forms and lists; maintains desk procedural manuals. Composes letters, memorandums, e-mails, and other various forms of communication. Serves as a member of special project teams representing Accounting.		
10%	Researches and implements new accounting processes as they relate to CALPIA's accounting Enterprise Resource & Planning (ERP) systems and reports in CALPIA's software Assists with designing and creating financial queries via ERP and software. Assists with maintaining ERP master files and links, financial report templates, spreadsheet links, macros and Distribution Manager files including the Segment List database. Establishes and maintains ERP General Ledger Master Files, accounts, alias's, macros, journal allocation tables, sources, etc., as required. Evaluates and maintains the general ledger structure and account rules in ERP along with the listing of general ledger accounts for internal control purposes. Reviews and corrects invalid Site/Cost Center combinations before preparing the financial statements.		
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