

**DUTY STATEMENT**

GS 907T (REV. 08/01)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.RPA- FY 16/17  
**003-CCFC**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> First 5 California (aka California Children and Families Commission)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 319-001-4552-925
<b>UNIT NAME AND CITY LOCATED</b> Fiscal Services - Sacramento	<b>CLASS TITLE</b> Accounting Administrator I (Specialist)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 2389 Gateway Oaks Drive, Sacramento, CA 95833
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 319-001-4552-925

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Staff Services Manager II, Fiscal Services Office (FSO), the incumbent will independently be responsible for the more complex and difficult accounting duties related to the First 5 California (F5CA) \$412 million special fund continuous appropriations. This incumbent also serves as lead to the General Ledger workload and functions within FSO.

<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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*Utilizing the knowledge of accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system; related laws, rules, and regulations; and the principles of business management, the Accounting Administrator I (Specialist) analyzes and researches complex accounting issues necessary for the maintenance and preparation of accounting data and financial statements, and other fiscal projects that affect the department. The incumbent will review and recommend changes to existing accounting, reporting, and other fiscal processes within F5CA FSO. The duties include preparing and reviewing financial, accounting, and other fiscal-related analyses and reports for management.*

*In addition, together with the Staff Services Manager II, the incumbent is responsible for ensuring the maintenance and support of a complex automated accounting system. All budget, expenditure, receivables, fixed assets, taxable/reportable, and vendor data are maintained on this automated system for all appropriations. The incumbent must have the knowledge and expertise to make critical decisions impacting changes to the accounting operation.*

*This position is responsible for accounting functions previously performed by the Department of General Services, Office of Fiscal Services. This workload is new to F5CA and additional staff are required. As a small agency, this position will be responsible for greater breadth of accounting functions and a variety of workload ranging in complexity. While not all functions are most complex, the scope of workload and expertise is where the complexity lies.*

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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40%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to ensure highly complex accounting, fiscal activities, and reporting related to the maintenance of F5CA's \$412 million special fund continuous appropriations are performed accurately and at the highest level, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Work with the Department of Finance (DOF) to ensure accurate and timely reporting of actual expenditures and projections for display in the Governor's Budget</li> <li>• Maintain the Fund Condition statements for use in reports to the State Commission, as well as in annual reporting to DOF</li> <li>• Analyze and journalize transactions to determine proper accounting treatment</li> <li>• Reconcile monthly transactions to the State Controller's Office (SCO) records for each fund</li> <li>• Perform monthly reconciliations of F5CA's modified accrual ledgers to State Controller's Office's (SCO) cash ledgers</li> <li>• Monitor and analyze cash flow and cash management for F5CA</li> <li>• Be solely responsible for analysis and compilation of reports and year-end financial statements on a Budgetary Legal basis of accounting</li> <li>• Act as lead over receivable functions</li> <li>• Be responsible for cash management workload</li> </ul>
20%	<p>In order to serve as a resource to F5CA staff, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Analyze and research highly technical accounting processes and procedures related to operational accounting functions to ensure that accurate data is being entered into the system resulting in accurate year-end reporting</li> <li>• Analyze current procedures; then develop and recommend new fiscal policies and procedures to management</li> <li>• Train and mentor staff in operational accounting functions – including, but not limited to maintenance of receivables, ORF replenishment, reconciliation of FI\$Cal to SCO records</li> </ul>
20%	<p>In order to act as lead on all accounting/fiscal reporting, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Prepare analytical reports requested by higher management to be utilized when making future program funding decisions and for presentation to the State Commission</li> <li>• Design and maintain in-house budget tracking systems requiring proficient use of Excel and other financial planning software</li> <li>• Compile and publish F5CA's monthly Budget-to-Actual Report along with the Trial Balance for stakeholders, including the State Commission</li> <li>• Prepare the monthly Fund Balance Report for submission to management</li> </ul>
20%	<p>In order to ensure that the legal requirements for annual financial reporting are met, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Prepare and submit year-end financial statements to the SCO (Budgetary Legal and GAAP basis)</li> <li>• Prepare special reports for the SCO for inclusion to the State of California Comprehensive Annual Financial Report (CAFR) when required</li> </ul>

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	<ul style="list-style-type: none"> <li>• Prepare notes and supplementary schedules to the GAAP basis financial statements and prepare audit packages supporting the amounts reported on the financial statements</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; and business law.</p> <p><i>Ability to:</i> Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.</p> <p><b>DESIRABLE QULAIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of California State Accounting, and Contracting and Fiscal operations, policies, and procedures</li> <li>• Knowledge of principles of auditing and business management</li> <li>• Ability to apply budget and accounting principles and practices</li> <li>• Ability to apply statistical methods and analyze a variety of account data</li> <li>• Knowledge of principles of auditing and business management</li> <li>• Demonstrated ability to act independently, with open-mindedness, flexibility, and tact</li> <li>• Working knowledge of Microsoft Windows 2010, Word, Excel, and PowerPoint</li> </ul> <p><b>WORK ENVIRONMENT:</b></p> <ul style="list-style-type: none"> <li>• Function effectively under stress and under deadlines</li> <li>• Function effectively in automated environment</li> </ul>