

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**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 10900-  
OFS/SRF****EFFECTIVE DATE:**

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of Fiscal Services	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-245-4552-003
<b>UNIT NAME AND CITY LOCATED</b> Service Revolving Fund Unit, West Sacramento	<b>CLASS TITLE</b> <b>Accounting Administrator I (Specialist)</b>
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday FLEX 7 a.m. to 6 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 707 Third Street, 9 <sup>th</sup> Floor
<b>PROPOSED INCUMBENT (If known)</b> <b>VACANT</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>

YOU ARE A VALUED MEMBER OF THE FI\$Cal TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE PROJECT 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.

Under the general direction of the Accounting Administrator II, the incumbent works as part of the multidisciplinary project team on the Financial Information System for California (FI\$Cal) project that is jointly responsible for the redesign and modernization of the State's business processes.

% of time performing duties | 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. (Use additional sheet if necessary)

**The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.**

**Core Competencies**

FI\$Cal is a matrix organization. The incumbent is working collaboratively in a team environment to carry out his/her duties and takes day-do-day direction from his/her project supervisor. Team members in a matrix organization will:

- Understand the relationship and work successfully and confidentially in the matrix
- Clearly identify and articulate risks and issues when discovered
- Expeditiously resolve those issues
- Collaboratively work on those issues in a cross-functional, matrix organization to develop solutions that are best for California as a whole.

All work is to be accomplished in accordance with all applicable federal and State laws, rules, regulations and/or guidelines of the Department of General Services (DGS), Department of Finance (DOF), Financial Information System for California (FI\$Cal), and the State Administrative Manual.

This position will perform the following specific tasks for the FI\$Cal project relative to project costing, customer contract, asset management, budgeting, accounting, financial reporting, and other financial management related work and include all the related integration points and affected business functions. This position may directly perform, supervise, and/or lead a group of professional and analytical staff and other business staff and allocate staff resources to meet demands in the performance of their specific duties. Candidate must be able to perform the following essential functions with or without reasonable accommodation.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE****SUPERVISOR'S NAME (Print)****Christine Reyes****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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35%	<p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p>Participate in the design and development phase activities in order to achieve successful implementation of the FI\$Cal project which includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Review and validate detailed system requirements and perform gap analysis in order to determine whether business requirements are being met and if not, identify what steps are needed to ensure they are met successfully.</li> <li>• Complete the configuration tasks for all modules to ensure that all configuration items are identified and developed in order to transition from DGS Legacy systems to FI\$Cal and to ensure they are in accordance with DGS requirements.</li> <li>• Document existing standard procedures and map them to the new procedures to determine if all DGS critical functions are available in FI\$Cal.</li> <li>• Serve as Lead for finalizing the assignment of user specific roles and security roles within each DGS office.</li> <li>• Oversee data conversion activities such as mapping and extracting of data from Legacy system to FI\$Cal to ensure all the relevant data and important data is represented in the converted data.</li> </ul>
30%	<p>Participate in the Testing and Deployment phase activities to achieve successful implementation of the FI\$Cal project which includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Develop and coordinate the functional and integration testing exercises for all modules to ensure that each process meets DGS expected results.</li> <li>• Assist DGS Subject Matter Experts (SME) in validating data converted to FI\$Cal from various Legacy systems to ensure all the relevant data and important data is represented in the converted data.</li> <li>• Facilitate workshops/trainings to provide foundational knowledge of FI\$Cal processes to ensure DGS end-users obtain all the necessary and proper trainings for their assigned FI\$Cal tasks.</li> <li>• Develop new desk procedures/directives to guide DGS end-users in performing their FI\$Cal tasks.</li> </ul>
30%	<p>As part of the FI\$Cal team, the incumbent will be responsible for providing on-going support after the FI\$Cal has gone live which includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Generate and review reports in order to monitor and verify system performance and reliability.</li> <li>• Develop and maintain logging system in order to keep track of any system performance issues/incidents and take pro-active steps to resolve any issues.</li> <li>• Identify any FI\$Cal processes that are not meeting user's expectations and provide recommendations to management for improvements.</li> <li>• Maintain regular communication to management in order to provide information related to any issues related to the specified functional business areas and recommendations for fixing those issues.</li> </ul>
5%	<p><b><u>MARGINAL FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>• Prepare status reports and provide updates to the project management team.</li> <li>• Performs other duties as required to ensure successful implementation of the FI\$Cal Project.</li> </ul>
	<p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b><i>Knowledge of:</i></b> 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><b><i>Ability to:</i></b> 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><u>DESIRABLE QUALIFICATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge and ability to learn modern information technology processes.</li> <li>• Knowledge and ability to learn and understand the technical aspects of modern information technology management systems.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to acquire and apply knowledge of information technology processes and systems to the business analyst function.</li> <li>• Thrive in a collaborative, dynamic matrix organization.</li> <li>• Enjoy working in a challenging environment.</li> <li>• Adjust to evolving priorities and challenges.</li> <li>• Work as a team member to meet goals and objectives.</li> <li>• Show dedication and have the ability to meet tight deadlines.</li> <li>• Communicate diplomatically and effectively, both orally and in writing.</li> <li>• Logically plan and organize the work.</li> <li>• Establish and maintain effective professional working relationships.</li> <li>• Use initiative and independent judgment in resolving issues.</li> <li>• Recognize, support, and perform in the project environment.</li> <li>• Ability to work under pressure to meet deadlines.</li> <li>• Willingness to work excess hours to achieve project schedule requirements.</li> <li>• Experience with Oracle E-Business Suite Financials and Oracle PeopleSoft Financials.</li> </ul> <p><b><u>SPECIAL PERSONAL CHARACTERISTICS</u></b></p> <ul style="list-style-type: none"> <li>• Perform all functions and duties under guidance of the Project's core values.</li> <li>• Use tact and interpersonal skills to develop constructive and cooperative working relationships with all involved.</li> <li>• Review and improve high profile work to ensure accuracy and validity.</li> <li>• Ability to work with confidential and/or sensitive information and maintain confidentiality.</li> <li>• Ability to qualify for a fidelity bond.</li> </ul> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Appropriate attire for an office environment.</li> <li>• Requires ability to effectively handle stress and meet deadlines.</li> <li>• Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.</li> <li>• Requires effectiveness in completing assignments having frequent deadlines and changing priorities.</li> </ul>