

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 12001 OFS

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY OFFICE OF FISCAL SERVICES		POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-4549-xxx	
UNIT NAME AND CITY LOCATED Contracted Fiscal Services Unit – West Sacramento		CLASS TITLE ACCOUNTING ADMINISTRATOR I (SUPERVISOR)	
WORKING DAYS AND WORKING HOURS Monday through Friday 7:00 a.m. to 6:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 6 th Floor	
PROPOSED INCUMBENT (if known) VACANT		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-4567-008	
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 an Accounting Administrator II, the incumbent is responsible for directing professional, technical and clerical staff in providing accounting services for Contracted Fiscal Services (CFS) clients.			
% 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. <i>(Use additional sheet if necessary)</i>		
	<p><i>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</i></p> <p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p><i>The incumbent is responsible for supervising a portion of CFS' Financial Services Section in accordance with State and Federal laws and rules, the State Administrative Manual (SAM), CalHR rules, Victims Compensation and Government Claims Board (VCGCB) Rules, Uniform Codes Manual (UCM), CALSTARS Procedures Manual, Government Code, Bargaining Unit agreements, Department of Finance (DOF) Management Memos and Budget Letters, Generally Accepted Accounting Principles (GAAP) and State Controller's Office (SCO) rules and regulations and Financial Information System of California (FI\$Cal) directives.</i></p> <p>The Contracted Fiscal Services Unit (CFS) is a section within the Department of General Services (DGS), Office of Fiscal Services' that offers comprehensive financial services (e.g., accounting and budgeting) performing all duties relating to accounts payable, accounts receivable, cash management, coordinate end of year fiscal requirements and prepare cash analysis reports for management of State entities with varying sizes, programs and accounting structures. Clients can range from the least complex State entity with an average of two programs and two funding sources, moderately complex State entity with multiple programs and funding sources, to the most complex entities that require specialized accounting and financial reporting (e.g., general, bond and federal funds).</p>		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Eugene A. Louie		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><u>ESSENTIAL FUNCTIONS:</u></p> <p>In order to maintain CFS clients' financial records and oversee the accounts payable, disbursements and office revolving fund activities for client agencies and provide guidance and direction, the incumbent will:</p> <ul style="list-style-type: none"> • Oversee and supervise all accounting work is performed and ensure it is in accordance with rules and regulations. • Research and resolve sensitive and complex issues related to accounts payables including vendor invoices, leases, grant payments, travel and salary advances. • Review Administrative Orders, management memos and Legislation for impact on payment activities, and provide recommendations to OFS management. • Communicate procedural changes to staff and client agencies. • Plan, organize, and direct staff of the CFS Payments-Disbursements Unit. • Assign client work to staff and monitor to assure that payments are made in a timely manner. • Train new staff on payment procedures and establish priorities to ensure all clients invoices, grant payments, lease payments, travel expense claims, and all other payment documents are completed timely and accurately. • Assign or personally perform payment function to cover the desk for vacancy or staff on extended leave. • Identify complex payment issues and develop, evaluate, and recommend alternatives to management to address issues. • Oversee the disbursement activity for client agencies. • Review and oversee the recordation and posting of expenditure information for office revolving fund replenishment claims and interagency direct transfers. • Review and oversee California Automated Travel Expense Reporting System (CALATERS) advances and expenditure activities for client agencies including maintaining vendor tables and to ensure that advances and expenditures are properly recorded in FI\$Cal. • Review unposted payment reports and research to resolve unposted payment items or distribute information to staff to resolve. • Oversee and monitor the approvals and status of purchase orders – payment information in FI\$Cal. • Oversee and review the reconciliation of the office revolving fund for all client agencies • Log and monitor tickets (i.e., questions or issues) submitted to FI\$Cal related to accounts payable, disbursements or revolving fund. • Provide recommendations to upper management and client agencies on sensitive and complex issues related to accounts payable, disbursements, office revolving fund or CALATERS after communicating with SCO and FI\$Cal.
25%	<p>In order to manage and oversee the accounts payable, disbursements and office revolving fund, the incumbent will:</p> <ul style="list-style-type: none"> • Establish priorities, organize, assign and review staff's work. • Review status reports and logs and FI\$Cal records to determine that staff work is completed timely and satisfactorily. • Oversee the development and review of procedures for effectiveness and efficiency in regards to accounts payable – disbursements procedures and processes established. • Validate the updates to desk manuals by reviewing and confirming and facilitating the implementation of new program procedures to staff by holding a meeting and providing training. • Communicate via an email, teleconference or in person to staff and clients of any procedural changes of accounts payable – disbursements processes, or any new rules or requirements by control agencies, SCO, STO or DOF that may impact processes and financial data. • Review and oversee reports of accounts payable and disbursements activity to identify discrepancies in order to ensure processing of payments and disbursements are in compliance with the SAM, CalHR, Government code and other rules. • Lead all accounts payable – disbursements related research and resolve any issues related to rules and requirements issued by control agencies, SCO, FI\$Cal and DOF. • Review and oversee the reconciliation of the office revolving fund to ensure accountability of the fund. • Train and mentor new staff on accounting procedures and establish priorities to ensure all assignments are completed timely and accurately.

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20%	<p>Utilizing Outlook, MS Office and FI\$Cal, perform administrative duties and prepare reports to management and/or control agencies in order to ensure compliance with budget letters, management memos, and other directives, the incumbent will:</p> <ul style="list-style-type: none"> • Prepare weekly status reports of outstanding invoices to management. • Prepare late payment reports to the DGS Office of Procurement for our clients. • Prepare and review unposted payment reports from FI\$Cal and provide recommendation to resolve exception items.
10%	<p>In order to effectively manage, coach, and direct subordinate staff and provide administrative support which include, but not limited to employee leave accounting and employee performance records in accordance with DGS policies and guidelines, Memorandum of Understanding provisions, and CalHR laws and rules, the incumbent will:</p> <ul style="list-style-type: none"> • Complete personnel action documentation and conduct hiring interviews to maintain adequate staffing levels and facilitate the recruitment process. • Provide direction and guidance to staff regarding ongoing assignments and daily work activities to ensure work is completed accurately and timely. • Review work and evaluate performance of staff by completing probationary reports and individual development plans to ensure performance expectations are met. • Conduct, arrange and approve training for staff to increase staff knowledgebase. • Advise upper management of client issues as required.
5%	<p>In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reports to the Office of Fiscal Services (OFS) for billing of services for clients through the use of the Project Accounting and Leave (PAL) system in accordance with DGS policies and guidelines, Memoranda of Understanding (MOU) provisions and State Personnel Board (SPB) or CalHR laws and rules, the incumbent will:</p> <ul style="list-style-type: none"> • Grant or deny subordinate staff requests for time off or requests to work overtime. • Ensure subordinate staff has sufficient leave credits available for the leave requested. • Approve and/or enter subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), absence without leave (AWOL), etc. • Approve PAL entries for subordinate staff on dock or AWOL on or before the designated SCO monthly payroll cut-off date to ensure the correct issuance of an SCO warrant on pay day. • Approve or disapprove PAL entries for subordinate staff within three working days after the completion of the pay period. This is to ensure the correct issuance of an SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered.
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Attend training classes as needed. Completes all team training requirements satisfactorily. • Performs other duties as required to ensure successful implementation of the FI\$Cal Project. <p><u>KNOWLEDGE AND ABILITIES:</u></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, and principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others; the department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity.</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, and plan, organize, and direct the work of others; and effectively</p>

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	<p>contribute to the department's Equal Employment Opportunity objectives.</p> <p><u>SPECIAL PERSONAL CHARACTERISTIC:</u></p> <ul style="list-style-type: none"> • Ability to qualify for a fidelity bond. <p><u>DESIRABLE QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> • Supervisory experience. • Possess knowledge of automated financial accounting applications. • Possess excellent organizational and leadership skills. • Possess excellent analytical skills. • Possess excellent customer service and communication skills (written and verbal). • Ability to act independently. • Ability to work under time constraints and focus attention on detail. • Be flexible. • Be customer service oriented. <p><u>INTERPERSONAL SKILLS:</u></p> <ul style="list-style-type: none"> • Display open-mindedness, flexibility and tact. • Foster a team environment and provide positive direction. • Ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others. • Promote and be accountable for customer satisfaction and quality service. • Efficiency, conscientiousness, and professionalism. <p><u>ADDITIONAL QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> • Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition. <p><u>WORK ENVIRONMENT, PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:</u></p> <ul style="list-style-type: none"> • Appropriate attire for an office environment. • Requires ability to effectively handle stress and meet deadlines. • Requires effectiveness in completing assignments having frequent deadlines and changing priorities. • Frequent daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.

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