



DUTY STATEMENT	
Classification: Accounting Administrator I	Position Number: 161-4549-930
Division/Office/Section: AFITSD/Accounting/Systems Integration	
Location: Sacramento	Effective Date: 04-01-2015
Employee's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): S 01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the general supervision of the Accounting Administrator II, the Accounting Administrator I position will act as the working section manager over the Systems Integration Unit of the Accounting Office at CalRecycle. Position is responsible for coordination and supervision of professional, technical, and clerical staff of the Systems Integration Unit of Accounting. The Systems Integration Unit of Accounting is responsible for maintenance and administration of CalStars and all related systems and databases for CalRecycle. This includes management for fund and appropriation level journal entries and corrections, encumbrances, cashiering, payroll, fiscal systems, collections, receivables, and payables. The Systems Integration unit assists and works collaboratively with all units in the Accounting Office.

ESSENTIAL FUNCTIONS

- 40%** Supervise and coordinate the activities of direct report professional and technical level staff, and ensure all practices are in accordance with prescribed policies. Provide direction, coordination and decision making on the most difficult accounting and procedural problems in the Systems Integration Unit, including the posting of fund and appropriation level journal entries and corrections, encumbrances, cashiering, payroll, fiscal systems, collections/receivables, and assisting the General Ledger Unit in the preparation of the Department's Year End Financial Statements and other required reporting. Responsible for ensuring that section activities are recorded timely, accurately, and in accordance with CalRecycle policies, regulations, State fiscal policy, Uniform Codes Manual (UCM), the State Administrative Manual (SAM), the Manual of State Funds, business law, and government code.
- 40%** Recommend and implement policy, plans, and procedures to effectively direct Systems Integration Unit accounting staff toward the goals and objectives set forth by division and executive authority while ensuring the integrity of accounting practices and principles.
- 15%** Effectively communicate with Chief Accounting Officer and management to keep them informed of the current and forecasted financial position of the Department and its programs, including any issues and risks related to accounting procedures, processes, policies, technical issues, proposed legislation, or upcoming programmatic changes.

MARGINAL FUNCTIONS

- 5%** Assists with other team members' processing workloads whenever appropriate and practical. During year-end, vacations may not be authorized and overtime may be required.