



DUTY STATEMENT

Classification: Accounting Administrator II		Position Number: 161-4542-002
Division/Office/Section: AFITS/Accounting		
Location: Sacramento	Effective Date:	
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 direction of the Financial Assistance Branch Manager, the Accounting Administrator II is the Chief Accounting Officer of the Department of Resources Recycling and Recovery (CalRecycle). This position is responsible for the coordination and supervision of the professional, technical, and clerical staff of the CalRecycle Accounting unit, a medium-complex accounting office. This position is responsible for maintaining accountability for 180+ appropriations, both continuous and non-continuous, across 22 funds. Programs are large and specialized, including the California Used Oil, Beverage Recycling, Electronic Waste, Tire, Recycling Market Development Zone, and Waste Cleanup Programs. In addition to the regular disbursement and collection activities of ongoing operations, these programs also include a number of grants, loans, incentives, and reimbursement contract activities. Through subordinate managers, the Accounting Administrator II is responsible for the maintenance of proper records and required reconciliation with the State Controller's account balances; coordination and completion of the year-end financial statements of the Department, and for ensuring compliance with guidelines established by the State Administrative Manual (SAM), Department of Personnel Administration, Department of Finance, Victim's Compensation and Government Claims Board, Management Memorandums, and any other governing rules and regulations.

ESSENTIAL FUNCTIONS

40% As the Chief Accounting Officer, responsible for ensuring that financial operations of the organization 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. Provide direction and decision making on the most difficult accounting and procedural problems in the Accounting Office, including staffing, reporting, cashiering, travel, payroll, electronic data, accounts payable and receivable, and programmatic incentive payments.

Supervise and coordinate the activities of subordinate supervisors and journey person level staff, and ensure all practices are in accordance with prescribed policies.

15% Recommend and implement policy, plans, and procedures to effectively direct accounting staff toward the goals and objectives set forth by division and executive authority while ensuring the integrity of accounting practices and principles. Disseminate strategic directives, and allocate resources to meet the outlined goals and priorities therein.

15% Work with subordinate managers and journey person level staff to provide analysis and solutions to management or administrative problems or practices as they impact the statewide accounting system; analyze and recommend to the department management on issues relating to accounting and other fiscal issues, and assess whether those recommendations are acceptable to control agencies.

Effectively communicate with executives, managers, and/or stakeholders 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

- 10%** Direct the preparation, analysis, and publication of year-end financial statements and reports, as well as interpretation of financial condition, and the reconciliation of general ledger accounts and appropriation balances to State Controller balances and the Governor's Budget.
- 5%** Analyze the most complex and sensitive accounting issues utilizing consulting skills and problem solving techniques; formulate appropriate management tools. Provide analysis and solutions to management for administrative problems or practices as they impact the statewide accounting system, and assess whether those recommendations are acceptable to control agencies.
- 5%** Design and carry out a program of training and professional development for staff in the Accounting Office.
- 5%** Review organizational internal control procedures, and make recommendations to realign staff duties as required.
- 5%** Acts as lead in the absence of the Branch Manager and performs other duties as needed.