



## DUTY STATEMENT

<b>Classification:</b> Accounting Administrator I		<b>Position Number:</b> 161-4549-002
<b>Division/Office/Section:</b> AFITSD/Accounting Operations		
<b>Location:</b> Sacramento	<b>Effective Date:</b>	
<b>Supervisor's Name:</b>	<b>Supervision Exercised:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Collective Bargaining Identifier (CBID):</b> S 01		

Under the general direction of the Accounting Administrator II, the Accounting Administrator I position will act as the section manager over the General Ledger section of the Accounting Office at CalRecycle, a medium to large-complex accounting office. This position is responsible for the coordination and supervision of the professional, technical, and clerical staff of the General Ledger Unit of Accounting. The General Ledger Unit of Accounting is responsible for the posting of fund and appropriation level journal entries and corrections, encumbrances, cashiering, payroll, fiscal systems, collections, receivables. Additionally, the unit is responsible for coordinating and preparing the Department's Year End Financial Statements.

### ESSENTIAL FUNCTIONS

40%	As the General Ledger Unit section manager, 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 General Ledger Unit, including the posting of fund and appropriation level journal entries and corrections, encumbrances, cashiering, payroll, fiscal systems, collections/receivables, and 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.
20%	Recommend and implement policy, plans, and procedures to effectively direct General Ledger Unit accounting staff toward the goals and objectives set forth by division and executive authority while ensuring the integrity of accounting practices and principles. This includes the implementation of processes and procedures to incorporate Fi\$cal into the General Ledger Unit operations as applicable.
10%	Supervise and coordinate the preparation, analysis, and submittal of year-end financial statements and reports to the Chief Financial Officer, as well as the reconciliation of general ledger accounts and appropriation balances to State Controller balances and the Governor's Budget.
10%	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.
10%	Reviews daily deposits. Monitors Revolving Fund cash. Reviews bank reconciliation. Reviews State Treasurer's Office remittances.

**MARGINAL**

5%	Review General Ledger internal control procedures, and make recommendations to realign staff duties as required.
5%	Acts as lead in the absence of the Chief Accounting Officer and assists with special projects and duties as needed.