



DUTY STATEMENT

Classification: Accounting Administrator I – (Supervisor)		Position Number: 161-4549-005
Division/Office/Section: AFITS/Accounting/Cash Management		
Location: Sacramento	Effective Date:	
Supervisor's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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, this position will act as the manager over the Cash Management Unit 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 Cash Management Unit of Accounting. The Cash Management Unit of Accounting is responsible for the posting of fund and appropriation level journal entries and corrections, cashiering, collections, receivables, and reconciliations.

ESSENTIAL FUNCTIONS

- 45%** As the Cash Management Unit 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 Cash Management Unit, including the posting of fund and appropriation level journal entries and corrections, cashiering, fiscal systems, collections/receivables, and the preparation of the Department’s Year End Financial Statements and other required reporting.
- 15%** 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.

MARGINAL FUNCTIONS

- 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%** Recommend and implement policy, plans, and procedures to effectively direct Cash Management Unit accounting staff toward the goals and objectives set forth by division and executive authority while ensuring the integrity of accounting practices and principles.
- 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.
- 5%** Review Cash Management Unit 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.