

EDITED TASK LISTING

CLASSIFICATION: ACCOUNTING ADMINSTRATOR III

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Responsibility to provide leadership to a very large and complex accounting organization, to ensure policy, rules and regulations are in compliance utilizing effective communication with managers on a daily basis.
2.	Lead under administrative and self-direction a very large and complex accounting organization in the development of the administration accounting plans to meet the department's objectives and goals using sound management practices on a daily basis.
3.	Lead under administrative and self-direction a very large and complex accounting organization in the implementation of statewide accounting plans to meet the department's objectives and goals using sound management practices on a daily basis.
4.	Under administrative direction performs as the Associate Director of Accounting Services, in a very large and complex accounting organization to ensure continuity and sound management practices as directed.
5.	Conduct under administrative and self-direction effective meetings with programs, staff, control agencies, Management, etc., utilizing various tools (i.e., computer/laptop, projector, handouts, phone and/or video conferencing, etc.) for overall communication of fiscal policy, rules and regulations on a as needed basis.
6.	Authorize under administrative and self-direction accounting office expenditures to manage the monthly budget plan in accordance with departmental policy to ensure fiscal responsibility of the Accounting Services utilizing program knowledge and fiscal reports on a daily basis.
7.	Review under administrative and self-direction to follow-up on policies and procedures related to fiscal operations utilizing State Administrative Manual (SAM), Generally Accepted Accounting Principles (GAAP). Financial Information Memorandum (FIM), System Analyst and Program Development (SAP), Trust Restitution Accounting Canteen System (TRACS), Departmental Operations Manual (DOM) and rules and regulations issued by Control Agencies to provide guidelines to departmental staff (i.e., accounting, management, other program staff) on a continuous basis.
8.	Implement under administrative and self-direction, changes on policies and procedures related to fiscal operations utilizing State Administrative Manual (SAM), Generally Accepted Accounting Principles (GAAP). Financial Information Memorandum (FIM), System Analyst and Program Development (SAP), Trust Restitution Accounting Canteen System (TRACS), Departmental Operations Manual (DOM) and rules and regulations issued by Control Agencies to Provide guidelines to departmental staff (i.e., accounting, management, other program staff) on a continuous basis.
9.	Oversee under administrative and self-direction, review complex problems related to statewide issues that may impact departmental entities within the department's financial operations for standardization utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, and rules and regulations issued by Control Agencies on a continuous basis.
10.	Oversee under administrative and self-direction the resolution of complex problems related to statewide issues that may impact departmental entities within the department's financial operations for standardization utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, and rules and regulations issued by Control Agencies on a continuous basis.
11.	Review under administrative and self-direction spot audits and peer reviews for fiscal internal controls to prevent financial audit findings utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, and rules and regulations issued by Control Agencies on a continuous basis.
12.	Review under administrative and self-direction the departmental audits to prevent financial audit findings utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, and rules and regulations issued by Control Agencies on an as needed basis.
13.	Review under administrative and self-direction the fiscal separation of duties to prevent financial audit findings utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, and rules and regulations issued by Control Agencies on a continuous basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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14.	Review under administrative and self-direction to develop fiscal accountability tools to prevent financial audit findings utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, and rules and regulations issued by Control Agencies on an as needed basis.
15.	Consult under administrative and self-direction with department executive management, managers, supervisors and representatives of control agencies on audit issues to promote sound fiscal practices utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, rules and regulations issued by control Agencies, and other departmental memorandum on an as needed basis.
16.	Review under administrative and self-direction, responses to fiscal audit findings identified by auditors and prepare a Corrective Action Plan to comply with SAM, GAAP, FIM, SAP, DOM, TRACS, and rules and regulations issued by Control Agencies on an as needed basis.
17.	Direct timely preparation of Annual Financial Statements for the department to confirm the integrity of the department's financial condition and identify options for management's decisions utilizing, SAM, GAAP, FIM, SAP, DOM, TRACS, and rules and regulations issued by Control Agencies on a yearly basis.
18.	Coordinate under administrative and self-direction the preparation of correspondence for implementation and/or clarification of financial policies and procedures utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, rules and regulations issued by Control Agencies, and other departmental memorandum on an ongoing basis.
19.	Coordinate under administrative and self-direction accurate financial reporting in order for management and/or programs to meet the department's objectives utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, rules and regulations issued by Control Agencies, and other departmental memorandum on an ongoing basis.
20.	Coordinate under administrative and self-direction fiscal interpretation in order for management and/or programs to meet the department's objectives utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, rules and regulations issued by Control Agencies, and other departmental memorandum on a daily basis.
21.	Participate under administrative and self-direction as Subject Matter Experts on task forces with internal and external stake holders to reengineer business process enhancements utilizing current knowledge of accounting practices on as needed basis.
22.	Ensure under administrative and self-direction timely employee appraisals (i.e. Individual Development Plans and probationary reports) and follow-up on staff's performance as needed to continue staff development utilizing sound management and personnel practices.
23.	Consult under administrative and self-direction with department executive management, managers, supervisors and representatives of control agencies on fiscal issues to promote sound fiscal practices utilizing SAM, GAAP, FIM, SAP, DOM, TRACS, rules and regulations issued by control Agencies, and other departmental memorandum on an ongoing basis.
24.	Review under administrative and self-direction the hiring packages for potential staff ensuring compliance with Equal Employment Opportunity (EEO) and personnel policies utilizing sound management and personnel practices on a continuous basis.
25.	Approve under administrative and self-direction hiring packages for potential staff ensuring compliance with Equal Employment Opportunity (EEO) and personnel policies utilizing sound management and personnel practices on a continuous basis.
26.	Manage under administrative and self-direction office space to produce a safe work environment utilizing various resources (i.e. CAL OSHA, Fire Marshall regulations, EEO guidelines) on a daily basis.
27.	Monitor the work areas to ensure compliance with various health and safety rules and regulations (e.g., evacuation plan, etc..) on a continuous basis.
28.	Plan enhancements of business processes to ensure successful implementation utilizing SAM, GAAP, FIM, SAP and rules and regulations issued by control agencies, and other departmental memorandum on a continuous basis.

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Task Statements	
29.	Direct the implementation of enhancements of business processes to ensure the success utilizing SAM, GAAP, FIM, SAP and rules and regulations issued by control agencies, and other departmental memorandum on a continuous basis.
30.	Oversee the implementation of enhancements of business processes to ensure ongoing success utilizing SAM, GAAP, FIM, SAP and rules and regulations issued by control agencies, and other departmental memorandum on a continuous basis.