

EDITED TASK LISTING

CLASSIFICATION: ACCOUNTING ADMINISTRATOR II

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

Task Statements	
1.	Interpret departmental fiscal policies and procedures for stakeholders to ensure compliance with the state rules and regulations, utilizing manuals such as the State Administrative Manual (SAM), Government Code (GC), Uniform Codes Manual (UCM), desk manuals, etc. as needed.
2.	Develop departmental fiscal policies and procedures for stakeholders for compliance with the state rules and regulations, utilizing manuals such as SAM, GC, UCM, desk manuals, etc. as needed.
3.	Implement departmental fiscal policies and procedures for stakeholders for compliance with the state rules and regulations, utilizing manuals such as SAM, GC, UCM, desk manuals, etc. as needed.
4.	Monitor departmental fiscal policies and procedures for stakeholders for compliance with the state rules and regulations, utilizing manuals such as SAM, GC, UCM, desk manuals, etc. as needed.
5.	Act as team lead for departmental peer reviews and spot audits and notify management of financial audit findings utilizing SAM, GC, rules/regulations issued by Control Agencies, etc. at the direction of the Accounting Administrator III as needed.
6.	Review internal and external departmental audits (e.g. separation of fiscal duties, internal controls, etc.) for stakeholders to provide resolution to financial audit findings utilizing SAM, GC, rules/regulations issued by Control Agencies, etc. as needed.
7.	Develop procedures to correct and prevent financial audit findings utilizing SAM, GC, rules/regulations issued by Control Agencies, etc. as directed by Management as needed.
8.	Coordinate an effective Corrective Action Plan of audit findings for internal (peer reviews, spot audits, etc.) and external (Control Agencies) departmental audits to correct and prevent financial audit findings for stakeholders utilizing SAM, GC, rules/regulations issued by Control Agencies, etc. as needed.
9.	Review Corrective Action Plan of audit findings for internal (peer reviews, spot audits, etc.) and external (Control Agencies) departmental audits to correct and prevent financial audit findings for stakeholders utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies as needed.

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Task Statements	
10.	Interpret various accounting reports to ensure the integrity of the departments' financial condition and identify options for managements' decisions utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies on an on-going basis.
11.	Coordinate the development of various accounting reports to provide information and/or recommendations to program staff and management by utilizing computer accounting software/databases, state fiscal policies/procedures, etc. on an on-going basis.
12.	Provide accurate accounting and fiscal data to requesting management and/or programs to meet the department's objectives utilizing SAM, GC, and rules/regulations issued by Control Agencies, other departmental memorandum, etc. on an on-going basis.
13.	Supervise the preparation of various monthly/annual accounting reports for stakeholders utilizing SAM, GC, rules/regulations, etc. under the direction of the Accounting Administrator III.
14.	Review various monthly/annual accounting reports for stakeholders utilizing SAM, GC, rules/regulations, etc. under the direction of the Accounting Administrator III.
15.	Approve various monthly/annual accounting reports for stakeholders utilizing SAM, GC, rules/regulations, etc. under the direction of the Accounting Administrator III.
16.	Oversee the resolution of complex problems related to statewide issues that may impact programs/institutions within the department's financial operations for standardization utilizing SAM, GC, rules/regulations issued by Control Agencies, etc. as directed by the Accounting Administrator III.
17.	Oversee changes to the financial accounting systems including the installation or integration of major software applications for stakeholders to ensure effective operations under the direction of the Accounting Administrator III.

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18.	Recommend future upgrades to the financial accounting system(s) (Accounts Payable, Accounts Receivable, General Ledger, etc.) for stakeholders to ensure stable performance while in compliance with department goals and objectives under the direction of the Accounting Administrator III.
19.	Facilitate meetings/presentations for departmental staff and clients to provide program knowledge, new or revised procedures and/or policies utilizing effective communication skills, computer software/databases, audio-visual aids, and handouts at the direction of management.
20.	Coordinate effective communication with vendors, staff, and Control Agencies using the most efficient technology to successfully carry out accounting office operations utilizing SAM, GC, rules/regulations issued by Control Agencies, departmental memorandum, etc. as directed by the Accounting Administrator III.
21.	Communicate in a professional and effective manner with the general public, all levels of staff, and Control Agencies by using interpersonal skills and tact to establish and maintain successful working relationships on a daily basis.
22.	Maintain cooperative relations with the general public, all levels of staff, and Control Agencies utilizing the most efficient technology to successfully complete their assignments on a regular basis.
23.	Identify training needs for subordinate staff (e.g., Accounting Administrator I specialist/supervisor) to implement new procedures, accounting changes, and/or perform specific tasks utilizing SAM, GC, rules/regulations issued by Control Agencies, etc. on an on-going basis.
24.	Develop training for subordinate staff (e.g., Accounting Administrator I specialist/supervisor) to implement new procedures, accounting changes, and/or perform specific tasks utilizing SAM, GC, rules/regulations issued by Control Agencies, etc. on an on-going basis.
25.	Provide training to subordinate staff (e.g., Accounting Administrator I specialist/supervisor) to implement new procedures, accounting changes, and/or perform specific tasks utilizing SAM, GC, rules/regulations issued by Control Agencies, etc. on an on-going basis.

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26.	Approve training needs as requested by Accounting Office staff to allow for staff/career development and adequate training for assigned tasks utilizing sound management practices.
27.	Prepare employee evaluations and appraisals including timely probationary reports, annual performance reports, and follow-up on Accounting Administrator I/supervisors' performance as needed to continue staff development utilizing sound management and personnel practices.
28.	Coordinate the Progressive Discipline process to ensure improvement of staff performance/behavior and/or address issues of substandard performance by taking appropriate personnel action through informal counseling, recommend Employee Assistance Program, or recommend further action utilizing CCR-Title 15 and Department of Human Resources (CalHR) guidelines on a continuous basis.
29.	Monitor the Progressive Discipline process to ensure improvement of staff performance/behavior and/or address issues of substandard performance by taking appropriate personnel action through informal counseling, recommend Employee Assistance Program, or recommend further action utilizing CCR-Title 15 and CalHR guidelines on a continuous basis.
30.	Support subordinate employees in taking responsible risks to develop improved or innovative solutions to work-related problems by utilizing sound business and personnel practices on a regular basis.
31.	Recognize the efforts and accomplishments of staff and appropriately celebrate employee achievements through positive feedback when appropriate by utilizing sound business and personnel practices on a regular basis.
32.	Serve on exam panels or interview panels to hire and to assess employee readiness for promotions in accordance with SPB rules and regulations, and Equal Employment Opportunity (EEO) practices utilizing sound management and personnel practices.
33.	Promote the department's equal employment opportunity policies and practices in making hiring decisions and employment decisions utilizing sound management and personnel practices on an on-going basis.

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34.	Recruit potential staff ensuring compliance with EEO and personnel policies utilizing sound management and personnel practices as directed by management as needed.
35.	Interview potential staff ensuring compliance with EEO and personnel policies utilizing sound management and personnel practices as directed by management as needed.
36.	Make recommendations on hiring packages for potential staff ensuring compliance with EEO and personnel policies utilizing sound management and personnel practices as directed by management as needed.
37.	Interpret provisions of Memorandums of Understanding for management and staff utilizing the collective bargaining agreements to ensure compliance in the course of supervising represented employees as needed.
38.	Promote a safe work environment for staff utilizing sound management practices on an on-going basis.
39.	Attend departmental training classes (sexual harassment, use of force, equal employment opportunity, etc.) as mandated by departmental policies and procedures when announced.
40.	Attend and participate in meetings (departmental and interdepartmental) in order to share and compare information regarding accounting issues utilizing communication skills, written statistics, reports, etc. as necessary.