

## EDITED TASK LISTING

### CLASSIFICATION: ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

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

Task Statements	
1.	Identify training needs for Accounting Office staff to implement new procedures, accounting changes, and/or perform specific tasks utilizing State Administrative Manual (SAM), Government Code (GC), Departmental Operations Manual (DOM), rules/regulations issued by Control Agencies on an on-going basis.
2.	Develop training for Accounting Office staff to implement new procedures, accounting changes, and/or perform specific tasks utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies on an on-going basis.
3.	Provide training to Accounting Office staff to implement new procedures, accounting changes, and/or perform specific tasks utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies on an on-going basis.
4.	Review internal (peer reviews, spot audits, etc.) and external (Control Agencies) departmental audits (e.g. separation of duties, internal controls, etc.) to prevent financial audit findings utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies as needed.
5.	Develop tools to correct and prevent financial audit findings utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies as directed by Management as needed
6.	Monitor internal (peer reviews, spot audits, etc.) and external (Control Agencies) departmental audits (e.g. separation of duties, internal controls, etc.) to prevent financial audit findings utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies as needed.
7.	Prepare written 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 utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies as needed.
8.	Analyze financial reports to ensure the integrity of the departments' financial condition and identifies options for managements' decisions utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies on an on-going basis.

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

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9.	Interpret financial 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 an on-going basis.
10.	Coordinate the development of various accounting reports to provide information and/or recommendations to program staff and management for making program financial decisions by utilizing computer accounting software/databases, state fiscal policies/procedures on an on-going basis.
11.	Provide accurate financial data (e.g., reports, cost benefit analysis, etc.) to requesting management and/or programs and external stakeholders (e.g., Department of Finance (DOF), legislature, media, etc.) to meet the department's objectives utilizing System Analysis Program (SAP), other data systems and state fiscal policies/procedures on an on-going basis.
12.	Prepare correspondence for direction, implementation and/or clarification of financial policies and procedures utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies, and other departmental memorandum as directed by Management as needed.
13.	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.
14.	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.
15.	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.
16.	Research policies and procedures related to accounting operations utilizing SAM, GC, DOM, rules/regulations issued by Control Agencies to provide guidelines to departmental staff (i.e., accounting, management, other program staff, etc.) on an on-going basis.

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17.	Review departmental fiscal policies and procedures for compliance with the state rules and regulations, utilizing computer accounting software/databases, (e.g., SCO, SAP etc.) and manuals (e.g., SAM, GC, Uniform Codes Manual (UCM), and/or desk manuals, etc.) as needed.
18.	Interpret departmental fiscal policies and procedures for compliance with the state rules and regulations, utilizing computer accounting software/databases, (e.g., SCO, SAP etc.) and manuals (e.g., SAM, GC, Uniform Codes Manual (UCM), and/or desk manuals, etc.) as needed.
19.	Develop departmental fiscal policies and procedures for compliance with the state rules and regulations, utilizing computer accounting software/databases, (e.g., SCO, SAP etc.) and manuals (e.g., SAM, GC, Uniform Codes Manual (UCM), and/or desk manuals, etc.) as needed.
20.	Implement departmental fiscal policies and procedures for compliance with the state rules and regulations, utilizing computer accounting software/databases, (e.g., SCO, SAP etc.) and manuals (e.g., SAM, GC, Uniform Codes Manual (UCM), and/or desk manuals, etc.) as needed.
21.	Monitor departmental fiscal policies and procedures for compliance with the state rules and regulations, utilizing computer accounting software/databases, (e.g., SCO, SAP etc.) and manuals (e.g., SAM, GC, Uniform Codes Manual (UCM), and/or desk manuals, etc.) as needed.
22.	Follow-up on departmental fiscal policies and procedures for compliance with the state rules and regulations, utilizing computer accounting software/databases, (e.g., SCO, SAP etc.) and manuals (e.g., SAM, GC, Uniform Codes Manual (UCM), and/or desk manuals, etc.) as needed.
23.	Identify financial issues that may impact the department's programs and operations utilizing state rules and regulations (e.g., SAM, GC, UCM etc.) to ensure accurate financial statements at the direction of management.

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24.	Recommend solutions regarding financial issues that may impact the department's programs and operations utilizing state rules and regulations (e.g., SAM, GC, UCM etc.) to ensure accurate financial statements at the direction of management.
25.	Coordinate the identification of problems related to statewide fiscal issues that may impact divisions within the department's financial operations for standardization utilizing State Administrative Manual SAM, GC, DOM, rules/regulations issued by Control Agencies as requested by Management on an on-going basis.
26.	Resolve problems related to statewide fiscal issues that may impact divisions within the department's financial operations for standardization utilizing State Administrative Manual SAM, GC, DOM, rules/regulations issued by Control Agencies as requested by Management on an on-going basis.
27.	Adopt an effective course of action regarding fiscal issues that may impact the department's programs and operations utilizing state rules and regulations (e.g., SAM GC, UCM etc.) to ensure accurate financial statements on an on-going basis.
28.	Serve on exam panels or interview panels to hire and to assess employee readiness for promotions in accordance with the Department of Human Resources rules and regulations, and Equal Employment Opportunity (EEO) practices utilizing sound management and personnel practices.
29.	Promote the department's EEO policies and practices in making hiring decisions and employment decisions utilizing sound management and personnel practices on an on-going basis.
30.	Recruit potential staff ensuring compliance with EEO and personnel policies utilizing sound management and personnel practices as directed by management as needed.
31.	Interview potential staff ensuring compliance with EEO and personnel policies utilizing sound management and personnel practices as directed by management as needed.
32.	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.

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33.	Plan the work of staff to ensure the efficiency and integrity of fiscal/accounting functions utilizing the most efficient technology to successfully complete their assignments at the direction of management on an on-going basis.
34.	Supervise professional, analytical, semi-professional and clerical accounting staff to produce a safe and efficient work environment utilizing sound management and personnel practices on an on-going basis.
35.	Review work performed in unit(s) to ensure accurate and timely completion of tasks assigned from the monthly accounting cycle utilizing SAM, DOM, rules/regulations issued by Control Agencies, and other departmental memorandum.
36.	Encourage 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.
37.	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.
38.	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.
39.	Document employee performance for coaching, counseling, and disciplinary activities by maintaining current personnel files in accordance with Department of Human Resources (CalHR) rules and regulations and Departmental policies and procedures as needed.
40.	Perform employee evaluations and appraisals including timely probationary reports, annual performance reports, and follow-up on staff's performance as needed to continue staff development utilizing sound management and personnel practices.
41.	Initiate 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.

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42.	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.
43.	Assume responsibility for the management of the office to ensure the continued safe and efficient operation utilizing sound management practices as needed.
44.	Evaluate resources and prioritize workload for staff to produce a safe and efficient work environment utilizing sound management practices on an on-going basis.
45.	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.
46.	Attend departmental training classes (sexual harassment, use of force, equal employment opportunity, etc.) as mandated by departmental policies and procedures when announced.
47.	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.