

Accounting Administrator II

Task Statements

1	Review and/or approve reconciliations of various accounts (e.g. general ledger, cash in state treasury, claims filed, federal and state revenue, funds reconciliations) using State Controller's Office (SCO) reconciliation reports to ensure accuracy of data.
2	Review and/or approve the analysis of accounting records (e.g., funding transactions, schedule reimbursements, revenue collection, federal funds, cash in State Treasury) to ensure accuracy and completeness.
3	Review appropriations to prevent overspending and to ensure compliance with established rules and regulations.
4	Oversee the preparation of year-end accruals and financial statements to maintain compliance with uniform reporting standards.
5	Review and approve the accounting activities of the claims staff including auditing and scheduling claims for payment to the State Controller's Office (SCO), verifying legality, fiscal accountability, and compliance of the claims with various governing rules and regulations.
6	Act as liaison between the Accounting Office and other entities (e.g. budget office, program, procurement, department/agency employees, information technology, vendors, various control agencies) to provide guidance on accounting issues.
7	Oversee compliance and/or implementation of Governmental Accounting Standards Board (GASB) pronouncements as directed by control agencies.
8	Review and/or approve complex and confidential payments owed (e.g., court cases, interests, taxes, penalties) to ensure compliance with reporting and/or other requirements.
9	Review accounting reports and reconciliations with stakeholders by comparing budget to expenditures to ensure funds/appropriations are not overspent.
10	Provide state control agencies with updated cash analysis information to comply with statewide reporting requirements.
11	Oversee accounting codes as required by Uniform Code Manual (UCM) to ensure all transactions are coded properly in the proper accounts.
12	Review and monitor accounting records in databases to accurately report the financial position of the department.
13	Consult and provide input and recommendations on the design and/or enhancement of accounting systems to assist in the improvement and efficiency of accounting objectives.
14	Utilize technology (e.g., personal computer, tablets, laptops, smartphones) to prepare documents, research information, analyze data, and compile information.

15	Perform basic mathematical calculations (e.g., addition, subtraction, multiplication, division, fractions, percentages, and proportions) to analyze information.
16	Summarize numerical data into graphs, tables, and charts in order to effectively communicate the key points of data.
17	Utilize processing software (e.g., Microsoft Word, Excel, PowerPoint, Outlook) to prepare documents.
18	Determine proposed legislation's impact (e.g., fiscal, policy, systematic) on programs and services.
19	Monitor and analyze programs to determine compliance with new or current legislation, and the legislation's fiscal impact.
20	Coordinate with internal audits to ensure compliance with guidelines, regulations, legislation, statutes, and standards for operations.
21	Oversee the policy and procedures for analyzing, recording and reconciling receipts, disbursements, and financial reporting to ensure compliance with State and federal laws, rules and regulations.
22	Gather and provide audit financial data to management to make necessary operational recommendations, justify processes, and/or contest report findings.
23	Disseminate policy and procedural memoranda to affected parties to assist in compliance with guidelines, regulations, legislation, statutes, and standards for operations.
24	Advise management of the programmatic and fiscal implications of proposals to assist in decision making.
25	Update accounting records in databases to accurately report financial position of the entity.
26	Ensure payment requirements and processes utilizing financial accounting systems are in place to avoid penalties and are compliant with established rules and regulations.
27	Develop and implement accounting procedures and processes to ensure compliance with applicable standards [(e.g., the State Administrative Manual (SAM), Government Codes, State and Federal requirements, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB)].
28	Oversee various accounting systems and databases to maintain integrity of the data collection and reporting elements.
29	Provide input and recommendations regarding recordkeeping and accounting systems to entities (e.g., management, Information Technology, other stakeholders) to assist with improvement and efficiency.
30	Review record retention schedules and policies to ensure compliance with State and Federal regulations.
31	Draft informative responses to routine written or verbal inquiries from various sources (e.g., staff, programs, departments).

32	Prepare high level documents (e.g., reports, presentations, summaries, memoranda, correspondence) containing recommendations and analyses for departmental stakeholders using electronic software.
33	Write and/or update desk procedures using word processing software in compliance with State and Federal rules and regulations.
34	Review and edit written documents created by others to ensure proper grammar, spelling, format and to verify that information is accurate and clearly written.
35	Respond to stakeholder inquiries (e.g., public, legislative offices, government agencies, special interest groups) regarding departmental/agency activities to address concerns and issues.
36	Communicate effectively and appropriately with persons inside and outside of the department (e.g., stakeholders, budget staff) to ensure that all relevant information is provided and received.
37	Research and analyze financial records (e.g., invoices, returns, claims, refunds) to determine relevant interpretations of regulations and provide solutions to fiscal related issues.
38	Review forms and reports and confer with management and staff about format, distribution, and purpose of training materials.
39	Review proposed legislation or enacted laws to determine the fiscal impact on Department accounting processes or programs.
40	Conduct research using various tools (e.g., internet, databases, regulations, budget acts) to collect relevant information for completing job tasks.
41	Analyze and prepare short and long term cash flow projections for budgeted appropriations (e.g., Federal Grants, Special Funds, trends, costs, financial commitments) to provide recommendations.
42	Establish requirements and procedures used by state and local governments for claiming reimbursement of expenditures to ensure compliance.
43	Maintain accountability and control over funds and funding sources to ensure compliance with guidelines, regulations, statutes, and standards.
44	Facilitate brainstorming and resolution sessions with team members or other employees to foster a team work environment and maximize productivity.
45	Facilitate meetings with stakeholders (e.g., programs, departments, control agencies) to address issues or develop and/or modify processes (e.g., cash receipts process, disbursements, collections, reconciliations) to comply with statutes, rules and regulations.
46	Address employee relations issues [e.g., harassment allegations, work complaints, Equal Employment Opportunity (EEO) other employee concerns] to resolve the situation.
47	Address stressful situations in a professional and tactful manner to maintain cooperative relations.
48	Provide customer service to ensure excellent, courteous, and prompt delivery.

49	Supervise staff performing accounting work to direct fiscal activities.
50	Update management regarding ongoing audits and business operations both orally and in writing of current workload.
51	Conduct interviews, evaluate and hire candidates in accordance with State merit principle to ensure fair and equitable selection processes.
52	Conduct training and information sessions to staff on various tasks (e.g., revenues/cash receipts, payments, reconciliations, reporting processes) to ensure compliance to State and Federal laws and regulations.
53	Mentor and guide staff in resolving issues relating to programs and procedures to ensure efficient operations.
54	Maintain a cohesive, productive, and professional environment to encourage a positive workplace.
55	Document staff performance using performance evaluations and/or probationary reports, to identify improvement and advancement opportunities, occurrences of noncompliance, and staff accomplishments.
56	Oversee project tasks by updating and revising activity and milestone schedules, resource requirements and other task-related information to ensure the accuracy and completion of projects.
57	Facilitate problem resolution and provide general direction to multidisciplinary teams engaged in special project efforts to ensure effective and efficient implementation of Department programs.
58	Serve as the Chief Accounting Officer in accounting office to ensure all division goals and objectives are being met.
59	Serve as project lead-person for assigned tasks to ensure project work is accomplished in a timely manner.
60	Review and monitor work of team members or other employees to ensure quality, quantity, and timeliness standards.
61	Complete highly complex fiscal activities having multifunctional and/or multi-geographical impact.