

# Accounting Administrator I (Specialist)

## Task Statements

1	Coordinate and/or facilitate meetings with stakeholders (e.g., program staff, fiscal staff, control agencies' staff) to address issues or develop and/or modify processes (e.g., cash receipts process, Department's disbursements and reconciliations).
2	Reconcile and/or review 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.
3	Conduct cash flow analysis (e.g., trends, costs, revenues, financial commitments) to project future revenues and expenses and provide recommendations.
4	Develop and implement accounting procedures and processes to ensure compliance with State Administrative Manual (SAM), California State Accounting & Reporting System (CALSTARS), Government Code and other State and federal requirements.
5	Gather and provide audit financial data to management to make necessary operational recommendations, justify processes, and/or contest report findings.
6	Oversee accounting codes as required by the Uniform Code Manual (UCM) to ensure all transactions are coded properly in the appropriate accounts.
7	Monitor payments against allotted existing appropriations to prevent overspending or request budget revisions to ensure compliance with established rules and regulations.
8	Oversee various accounting systems (e.g., The California State Accounting and Reporting System [CALSTARS], FI\$Cal, various databases) to maintain integrity of the data collection and reporting elements.
9	Prepare and/or review year-end accruals and financial statements by extracting relevant accounting data to analyze fund balance differences and provide accurate information.
10	Analyze accounting records (e.g., funding transactions, schedule reimbursements, revenue collection, federal funds, cash in State Treasury) to ensure accuracy and completeness.
11	Review and approve the accounting activities of staff including auditing and scheduling claims for payment to the State Controller's Office (SCO), verifying legality, fiscal accountability, and compliance of the claims in accordance with governing rules and regulations.
12	Review and monitor accounting records in databases to accurately report the financial position of the department.

13	Conduct training and information sessions to staff on various tasks (e.g., revenues/cash receipts, payments, reconciliations, reporting processes) to ensure accordance to State and federal laws and regulations.
14	Cultivate a cohesive, productive, and professional environment to encourage a positive workplace.
15	Mentor and guide staff in resolving issues relating to programs and procedures (e.g., cash reconciliations, cash receipts, cash disbursements) to ensure unit operates in an efficient manner.
16	Oversee the policy and procedures for analyzing, recording and reconciling all of the Department's cash receipts, disbursements, and financial reporting to ensure compliance with State and federal laws, rules and regulations.
17	Serve as a lead to other professional accounting staff to provide input or assistance on work assignments and ensure staff understands desired outcomes.
18	Maintain accountability and control over funds and funding sources to ensure compliance with guidelines, regulations, statutes, and standards.
19	Provide reports to management of expenditure trends and analysis to address budgetary needs.
20	Advise management of the programmatic and fiscal implications of proposals to assist in decision making.
21	Conduct research using various tools (e.g., internet, databases, regulations, budget acts) to collect relevant financial information to complete job tasks.
22	Oversee the resolutions of fiscal related issues or vendor inquiries (e.g., canceled checks, canceled warrants, invoices, federal grants, claim schedules, special funds) to ensure adequate solutions with supporting documentation.
23	Act as a liaison between various entities (e.g., accounting office, department employees, vendors, auditors, control agencies) to address accounting issues.
24	Handle stressful situations in a professional and tactful manner to maintain cooperative relations.
25	Communicate clearly and concisely with stakeholders (e.g., persons inside and outside of the department, budget staff, management) to ensure that all relevant information is provided and received.
26	Prepare high level documents (e.g., reports, summaries, memoranda, correspondence) to provide recommendations and analyses for departmental stakeholders.
27	Provide input and recommendations on the design and functionality of accounting or data processing systems to stakeholders (e.g., management, Information Technology office) to assist in improvement and efficiency of accounting objectives.
28	Review and edit written documents created by others to ensure proper grammar, spelling, format, and to verify that information is accurate and clearly written.

29	Update upper management and/or stakeholders on the status of projects to ensure all relevant information is shared in a timely manner.
30	Write documents (e.g., letters, memoranda, project summaries, reports) to communicate with various stakeholders, control agencies, and/or management in a clear and concise manner.
31	Perform basic mathematical calculations (e.g., addition, subtraction, multiplication, division, fractions, percentages, proportions) to analyze information.
32	Summarize numerical data into graphs, tables, and charts in order to effectively communicate the key points of data.
33	Utilize processing software (e.g., Microsoft Word, Excel, PowerPoint, Outlook) to prepare documents.
34	Utilize technology (e.g., personal computer, tablets, laptops, smartphones) to prepare documents, research information, analyze data, and compile information.
35	Utilize spreadsheet and/or database software to track progress and maintain accurate records (e.g., invoices, production level, claims).
36	Act as a project lead-person for assigned tasks to ensure project work is completed in a timely and accurate manner.
37	Complete highly complex fiscal activities having multifunctional and/or multi-geographical impact.
38	Review and monitor work of team members or other employees to ensure quality, quantity, and timeliness standards.