

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE 10/15/15	H.R. APPROVAL EV
PC # 5002	POSITION NUMBER (Agency - Unit - Class - Serial) 175-406-4549-001		
BUREAU SECTION Administrative Services Bureau, Fiscal Services Section	Accounting Administrator I (Supervisor)		
WORKING DAYS AND WORKING HOURS Monday through Friday approx. 8:00 a.m. to 5:00 p.m.	INCUMBENT		
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Administrative Services Bureau, Fiscal Services Section, Accounting Office, provides timely and customer service based fiscal and accounting services, policy and procedural advice, and other fiscal support needed for the California State Library (CSL). Under the direction of the Fiscal Manager (Staff Services Manager II), the Accounting Administrator I (Supervisor) acts as the Accounting Office Manager and is responsible for providing the accounting and fiscal functions needed to meet CSL's program objectives and to ensure effective management of the CSL's internal accounting activities. The incumbent oversees professional accounting duties in the establishment and maintenance of accounts and financial records for CSL. The incumbent will have extensive and ongoing contacts with CSL management, control agencies, and grantee organizations and will independently enforce internal controls. The incumbent must understand the entire accounting process; must analyze budget reports, statements, and allotments; must inform departmental management of any problems; and must analyze fund condition and cash management statements. Duties include, but are not limited to, the following:			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
45%	<b>ESSENTIAL FUNCTIONS:</b> Plan, organize, and evaluate all Accounting Office functions of the California State Library (CSL). Directly supervise Accounting Office staff, provide ongoing feedback and training, and conduct annual performance appraisals. Responsible for the timely and accurate completion of all monthly reconciliations and reports, including reconciliation of the Financial Information System for California (FI\$Cal) to State Controller's accounts; fund reconciliations; Local Assistance reconciliations, tracking and payments; and allotment expenditure reports and trial balances. Ensure timely collection, deposit, and recording of Reimbursements. Responsible for year-end closing, including preparing the detailed fund balance (DFB) on the DF-303 form using year-end financial reports; submitting the DFB to the CSL's Budget Office; and preparing annual reports, including developing staff work plans to organize workload, monitoring progress to meet deadlines, reviewing accounting closing procedures to ensure that they are in compliance with state policy and procedure, and analyzing, reviewing and certifying that year-end reports for twelve funds are accurate and completed in a timely manner. Review and approve quarterly federal financial reports. Monitor and evaluate grant expenditure reporting to ensure that information is reconciled with FI\$Cal reports. Ensure accurate recording and timely payment of contract invoices. Troubleshoot and audit FI\$Cal errors, including researching and reviewing staff input and implementing corrective action. Continually evaluate activities within the Accounting Office to equitably distribute workload, ensure adequate cross training of staff, and evaluate the fiscal integrity of Accounting Office records and reports.		
20%	Work closely with the SSM II over Fiscal Services to plan and implement on-going changes necessary for the FI\$Cal system. Analyze FI\$Cal cost allocation and program/category balances to ensure that budget, encumbrance, and expenditure information is properly classified and recorded. Continually evaluate processes within the office in order to streamline activities and provide management with accurate and timely information. Maintain adequate internal controls, including separation of duties, proper safeguarding of assets, and collection of receivables. Coordinate and implement required accounting procedures.		

15%	Regularly meet with Fiscal Services Bureau and Executive management to ensure that CSL goals and objectives are met through timely and accurate accounting reports and information. Develop ad hoc FI\$Cal reports to capture fiscal information that meets management needs. Develop short-term and long-term plans to meet the changing needs of program activities. Develop, evaluate, and implement fiscal policies and procedures that meet the goals and objectives of the Library and comply with state and federal guidelines.
10%	Responsible for discussing and negotiating sensitive issues with control agencies. CSL's liaison with the State Controller's Office for all accounting related matters, including directing the State Controller's Office to establish new accounts, timely posting of Budget Act appropriations, and coordinating Department of Finance approval of the quarterly Statewide Cost Allocation Plan (SWCAP) and (Pro Rata) payments.
10%	<b>MARGINAL FUNCTIONS:</b> Responsible for special projects as required, including preparation of workload and other reports for management.

Supervision Received

The Accounting Administrator I (Supervisor) reports directly to the Fiscal Manager, Administrative Services Bureau, Fiscal Services Section (SSM II).

Supervision Exercised

The Accounting Administrator I (Supervisor) provides direction and oversight to a group of semi-professional and professional accounting staff and clerical staff and is responsible for the day-to-day operations provided to CSL staff and programs by the Accounting Office.

Administrative Responsibility

The position has full authority for managing the staff and fiscal resources of the Accounting Office. The Accounting Administrator I (Supervisor) is responsible for ensuring that all Accounting Office activities are performed in compliance with departmental and state administrative and fiscal policies.

Personal Contacts

The Accounting Administrator I (Supervisor) has frequent contact with management to discuss or resolve complex and sensitive issues; frequent contact with CSL executive management to resolve sensitive issues; frequent contact with the Compliance Section; and daily contacts with Accounting Office staff, which vary from routine to sensitive and complex.

Actions and Consequences

The consequence of error is significant. Frequent and/or significant errors could create a situation where CSL loses federal reimbursements, or has federal reimbursements minimized or delayed, resulting in loss of earned interest; a situation where expenditures are erroneously or inappropriately made; and/or a loss of credibility with the Legislature if the financial data is erroneous.

Functional Requirements

No specific physical requirements are present: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control and internal customer counter. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

Other Information

Incumbent must implement an infrastructure that supports and facilitates the management of significant change, including adopting the needed culture shifts, processes, tools, and technologies; exercise a high degree of diplomacy, professionalism, initiative and independence to work with a variety of clients who may have competing priorities; must adapt to changes, including working with management and Bureau Chiefs towards standardization of processes; use good judgment in decision-making; exercise creativity and flexibility in

Other Information, con't.

problem identification and resolution; manage time and resources effectively; thrive in a fast paced environment; maintain excellent attendance; exercise sound judgment; demonstrate exceptional analytical skills; gain and maintain the confidence and cooperation of those contacted during the course of work; have management and supervisory experience; and be responsive to CSL management needs.

*The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.*

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE
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