

## EDITED TASK LISTING

### CLASSIFICATION: ACCOUNTING ADMINISTRATOR I (SPECIALIST)

**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.
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 on-going basis.
10.	Develop various accounting reports to provide information and/or recommendation 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.	Maintain financial data (i.e., reports, cost benefit analysis, etc.) for the Office of Fiscal Services (OFS) to respond to internal (i.e., program staff, management, directorate, etc.) and external stakeholders (i.e., Department of Finance (DOF), legislature, media, etc.) utilizing System Analysis Program (SAP) and other data retrieval systems as needed.

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

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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.
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.

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22.	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.
23.	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.
24.	Monitor various daily accounting transactions (i.e., deposits, encumbrances, payments, etc.) for programs by utilizing computer accounting software/databases, accounting principles, state fiscal policies/procedures, and accounting manuals.
25.	Identify 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.	Reconcile various accounting records (e.g., cash, appropriations, fund balance, general ledger, etc.) for ensuring accuracy of fiscal accounts and availability of funds, as they relate to the department's fiscal needs utilizing computer accounting software/databases, manuals, accounting principles on a regular basis.
29.	Coordinate special projects involving the interfacing of database applications to ensure the efficiency and integrity of fiscal/accounting functions by utilizing databases (e.g., SAP, CALSTARS, SCO, etc.) and working with various public and private entities at the direction of management.
30.	Act as lead person by performing various tasks (e.g., on-the-job training, guidance, and resolving accounting issues with fiscal/accounting staff) to ensure knowledge and skills needed to effectively complete work assignments by using oral and written communication skills, computer software/databases, manuals (e.g., SAM, UCM and/or desk manuals, etc.), fiscal and program policies and procedures at the direction of management.
31.	Serve on exam panels or interview panels to hire and to assess employee readiness for promotions in accordance with Department of Human Resources rules and regulations, and Equal Employment Opportunity practices utilizing sound management and personnel practices when requested.

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Task Statements	
32.	Attend departmental training classes (sexual harassment, use of force, equal employment opportunity, etc.) as mandated by departmental policies and procedures when announced.