State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:
VACANT

CLASSIFICATION:	POSITION NUMBER:
Associate Accounting Analyst	800-625-4588-XXX
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Finance and Accounting/Accounting and Fiscal Systems	Accounting Disburse/Contract & Cnty Pay/Contract Paymt
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Sheela Caraway	Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ___ Designated under Conflict of Interest Code.
- ___ Duties require participation in the DMV Pull Notice Program.
- ___ Requires repetitive movement of heavy objects.
- ___ Performs other duties requiring high physical demand. *(Explain below)*
- ✓ None
- ___ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

___ None ___ Supervisor ✓ Lead Person ___ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

Two Senior Accounting Officer, Specialists; Nine Accountant Trainees/Accounting Officer, Specialists; and two Student Assistants.

MISSION OF ORGANIZATIONAL UNIT:

The Accounting Disbursements Bureau is responsible for fulfilling the disbursement obligations of the California Department of Social Services (CDSS) in accordance with the legal requirements of all programs administered by CDSS. The Bureau approves and processes all disbursements of payments in accordance with the Budget Act and other statutory authority for thirty Funds and approximately 400 appropriations, totaling more than $47 billion annually.

CONCEPT OF POSITION:

Under the general direction of an Accounting Administrator I, Supervisor (AA I-Sup), the Associate Accounting Analyst (AAA) is responsible for performing complex assignments related to various payments within the Contract Payments Unit including the reviewing and signing of claim schedules, as well as developing payment procedures for contracts and county assistance claims. The AAA must be able to accurately apply accounting principles and practices, draw sound conclusions, and provide recommendations to management.

A. RESPONSIBILITIES OF POSITION:

30% Plans, organizes, trains, and leads staff in the accounting and disbursement of various funds made to various payees. Ensures payments are made in accordance with the Government Claims Board, State Administrative Manual, Government Codes, contract provisions, and various state and federal laws and regulations.

30% Processes payments; reviews vouchers and accounting transactions to ensure accuracy, funds availability, and compliance with regulatory codes and legal documents.

15% Provides technical assistance and fiscal consultation to CDSS staff regarding CDSS' payment processes and fiscal provisions in contracts, Memorandum Of Understanding, Master Service Agreements, and grants.

10% Generates and implements fiscal procedures and manuals along with updates or modifications and training of staff. Documents existing Financial Information System for California (FI$Cal) processes and procedures and makes recommendations to management for achieving efficiencies through automation. This includes system analysis, planning, development, implementation, testing, and documentation of automation solution.

5% Conducts and reviews reconciliations of all payment ledgers to FI$Cal and ensures expenditure and encumbrance data were properly recorded and accounted for. Ensures all correction batches are completed timely and efficiently.

5% Participates in cash flow, month end closing, and year-end accrual activities by coordinating with CDSS staff and external vendors to conform to CDSS' requirements.

5% Other duties to provide support within the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AAA works independently. The AAA is responsible for assignments made by the AA I-Sup that are provided with general instructions, review, and completion dates. The AAA is also responsible for the timely completion of assignments in an acceptable format and apprising the AA I-Sup of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AAA has daily contact with federal and state control agency staff, other state agencies, counties, and CDSS fiscal and program staff on a regular basis. This contact is primarily technical in nature and generally deals with complex and sensitive issues. In addition, the AAA works with other state agencies' fiscal and program staff and state, federal, audit, and/or consultant staff.

E. ACTIONS AND CONSEQUENCES:

If the duties performed by the AAA are inadequate, the consequences will affect the cost data and information that will be made and/or entered into CDSS' accounting system. This in turn may jeopardize the timeliness, accuracy, and integrity of CDSS' financial statements and reports. Errors of this nature can adversely impact CDSS' ability to make payments and report to the federal government; place CDSS at risk of audit findings and loss of federal and/or state funding, including current funding; and limit CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

This position requires strong analytical, communication (written and oral), interpersonal, follow-through, and customer service skills while working well under pressure. The AAA must also be able to use sound judgment to adjust the Unit's workload and communicate with management in a timely manner, as appropriate, in order to meet deadlines. The AAA must be able to handle multiple tasks and prioritize assignments and work well in a team environment and individually. Knowledge of personal computing applications including the Microsoft Office Suite and FI$Cal is required, and a general understanding of automation technology is recommended.