

DUTY STATEMENT

Employee Name:	Position Number: 510-110-4588-XXX
Classification: Associate Accounting Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Fund Reconciliation Analyst	Work Location: 1615 Capitol Ave MS 1601 Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration Division	Branch/Section/Unit: Financial Management Branch / Accounting Reporting Section / State Unit / Fund Reporting Team TBD

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing professional accounting duties in the preparation of monthly reconciliations for various funds. The Associate Accounting Analyst (AAA) is responsible for analytical, advisory duties, and independently performs the more difficult professional accounting duties that require a complete understanding of the State Government accounting process. The AAA plans, monitors, and controls the accounting details of the department funding activities involving revenue and disbursements to identify data discrepancies, develop solutions for transactions with issues, and provide recommendations to management toward business process improvement. This includes gathering

funding appropriation data, reconciling transactions, and preparing fiscal reports to analyze and project the expenditure trend and root of issues for complex accounting transactions to develop and provide sound conclusion and solutions.

The incumbent works under the general direction of the Accounting Administrator I (Supervisor), Chief of the Fund Reporting Team.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Collects data independently from various FI\$Cal queries and reports to analyze, review, and perform monthly appropriation reconciliation of SCO accounts to FI\$Cal records to monitor the funds disbursements and revenues activities ensuring that data are recorded accurately and timely. Identifies reconciling items, over/under expenditures, and abnormal balances for the proper correctively actions toward prompt solutions. Identifies areas of concerns with the funds' reconciliation and notify Program, Management, and unit areas within accounting to communicate findings with the reconciliation to address the transactions with discrepancies and share options and/or solutions in clearing the reconciliation items. Interacts frequently with SCO for the correction of the appropriation accounts. Prepares monthly projections and forecasts of appropriation expenditure trends from prior year data for Special Funds to request Transfers-In from the Fund Administrators to maintain adequate cash flow. Provides assessments of impact to the unit daily business process as new functionality are implemented in FI\$Cal, and develops To-Be processes in accordance with the changes in FI\$Cal. Provides feedbacks and recommendations to handle new business processes and/or requirements set forth as SCO goes live in FI\$Cal. Analyzes and processes asset depreciation transactions.
- 20% Performs analysis to reconcile Cash in State Treasury, deposits in SMIF, and expenditure amounts to the FI\$Cal Trial Balance Reports. Analyzes and reconciles complex data analysis transactions in commitment control are recorded properly and are in balance with the general ledger module. Review and resolve budget tolerance errors. Prepares, processes, reviews, and posts complex journal entries in the General Ledger module.
- 15% Monitors the funds appropriation balances to ensure disbursements and/or obligations do not exceed spending authority and take the required actions to resolve over expended budget accounts. Reports and updates management promptly when issues are identified. Reviews budget revisions for funds appropriations to maintain current and accurate balances.
- 15% Serves as the back up to other fund reconcilers. Serves as the subject matter expert in the General Ledger Unit to provide recommendations to management toward the efficiency of the

unit daily business processes. Maintains desk procedures. Performs special project as assigned by Accounting Administrator I and management.

- 5% Develops and facilitates Year Trainings, Year End accruals, and reclassification activities. Reviews and provides recommendations of the Year-End Work Plan to meet the year end deadlines from control agencies. Prepares the year-end financial statements for the assigned Funds. Responds to inquiries from SCO that arise from the financial statements. Prepares DF303 for the assigned Funds.

Marginal Functions (including percentage of time)

- 5% Performs other Associate Accounting Analyst duties as required including attending trainings and meetings.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: AV
 Date: 8/18/23