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|  | | Current Proposed | | |
| STATE OF CALIFORNIA  California Victim Compensation Board  Rev. 09/17 | |  | | |
| **DUTY STATEMENT** | | | | |
| EMPLOYEE | | | RPA NUMBER / JOB CONTROL #  19-029 / 127065 | |
| VACANT | | |
| POSITION NUMBER | CLASSIFICATION | | WORKING TITLE | |
| 040-500-4588-001 | Associate Accounting Analyst | |  | |
| DIVISION | BRANCH | | CBID | WWG |
| Administration and Finance | Accounting | | R01 | 2 |
| WORK DAYS | WORK HOURS | | TENURE | TIME BASE |
| Monday – Friday | 8:00 am to 5:00 pm | | Permanent | Full-time |
| **CONFLICT OF INTEREST CLASSIFICATION** | | | | |
| This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment. | | | | |
| Conflict of Interest Classification?  Yes  No | | | | |
| **DEPARTMENT OVERVIEW** | | | | |
| The California Victim Compensation Board (CalVCB) is a state program dedicated to providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.  Our mission is to assure the rights of victims of crime by providing responsive financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency. | | | | |
| **EMPLOYEE ACKNOWLEDGEMENT** | | | | |
| I have read and understand the duties of this position 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 accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights). | | | | |
| EMPLOYEE’S NAME (Print) | EMPLOYEE’S SIGNATURE | | DATE | |
| Vacant |  | |  | |
| **SUPERVISOR ACKNOWLEDGEMENT** | | | | |
| I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement. | | | | |
| SUPERVISOR’S NAME (Print) | SUPERVISOR’S SIGNATURE | | DATE | |
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| STATE OF CALIFORNIA California Victim Compensation Board  **DUTY STATEMENT**  (REV. 09/17) **RPA 18-086** | |
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| **GENERAL STATEMENT** | |
| Under the general direction of an Accounting Administrator I (Supervisor), the Associate Accounting Analyst independently performs the most difficult accounting duties which require an understanding of the accounting system and process which includes coordinating the implementation of accounting for new programs/functions; reviewing proposals to change accounting procedures; preparing cash analysis reports for management and coordinating the completion of year-end reports; developing accounting and operational procedures or policies; and participating in analytical studies and improvement projects related to the state’s accounting practices. The incumbent ensures the safeguarding of assets and ensures compliance with fiscal and accounting policies applicable to the job. All work is completed by utilizing the California Department of Human Resources (CalHR) laws and rules, the California Victims Compensation Board (CalVCB) rules, General Accounting Accepted Principles (GAAP), State Controller’s Office (SCO) rules and regulations, State Administration Manual (SAM), State Government Code and Statutes, CalVCB Administration and internal operations manuals utilizing the Financial Information System for California (FI$Cal), Microsoft Office, meetings, one-on-ones, telephones, and emails. | |
| **% OF TIME PERFORMING DUTIES** | **ESSENTIAL FUNCTIONS** |
|  | The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. Candidates must have the ability to perform the following essential functions with or without reasonable accommodations. |
| 40%  35%  10%  15%  5%  5% | **ESSENTIAL FUNCTIONS:**  Perform reconciliation of the agency accounting reports with SCO reconciliation reports. Reconcile agency appropriation accounts and general ledger accounts with the SCO. Research and resolve differences. Review reports for invalid entries, invalid accounts and abnormal balances; make appropriate corrections. Reviews FI$CAL reports for errors, invalid entries, invalid accounts, and abnormal balances and take corrective action as required.  Perform monthly reconciliation of bank statement, office revolving fund, and cash accounts.  Prepare the monthly Plan of Financial Adjustment (PFA) letters and transaction requests to ensure timely processing of expenditure transfers between CalVCB’s clearing account and ultimate funding sources and various monthly CalVCB reports.  Review current SCO reconciliation report (tabrun) and verify that they reconcile monthly. Review FI$Cal budget reports to verify Authority expenditure postings do not exceed appropriation allocations. Research and ensure resolution of discrepancies between FI$CAL reports and source documents. Prepare year-end financial statements.  Responsible for the labor distribution process – create accounting entries to record CalVCB’s payroll transactions. Enter employee-specific accounting classifications defined by the department. View reports and reconcile the labor transactions with the SCO expenditures.  Responsible for the monthly allocation process – Execute the General Ledger Allocation process and ensure it is accurate. Trouble shoot problems related to the process as they arise.  Responsible for the monthly depreciation process – review accounting entries and work with FI$CAL to resolve any issues.  Create, enter, and process journals issued by SCO and for daily, month-end and year-end adjustments and corrections in the general ledger. Coordinate the month-end close activities within the Accounting Branch to ensure a timely close. Run FI$CAL dashboard reports and distribute to different units. Create and establish budget journals and review and approve payment vouchers and journal entries. Reviews and maintains encumbrances  Responsible for Federal Fund process – remit Federal grant draw down, create accounting entries and reimburse federal funded expenditures. Ensures that federal fund drawdowns and expenditures are recorded accurately and in compliance with federal guidelines.  Acts as the lead person to the General Ledger unit. Organizes and directs staff in their assigned tasks. Verifies and reviews staff work in order to ensure the procedures are followed in accordance with SCO, SAM, State Government Code and Statutes and internal operations manuals. Provides analytical advice and support to management in the solution of final payment problems, quality improvement projects and fiscal and accounting. Assist manager to ensure staff are working on the most critical assignments, and meeting deadlines. Perform backup duties for vacant positions or absent staff to provide coverage as needed.  Provide technical and accounting knowledge to department and the FI$CAL project to transition and support the ongoing development and implementation of FI$CAL  Conduct and/or assist in analytical studies and improvement projects requiring knowledge of accounting and fiscal principles and practices. Diagnoses and modifies accounting system (including FI$Cal, legacy and other internal databases) functions and processes to meet existing and future management needs; monitors and evaluates accounting systems and procedures to determine accuracy of data collection and reporting; conducts studies and identifies problems and discrepancies; reviews existing systems to modify or implement new or revised systems in accordance with legislative mandates  Establish and maintain effective working relationships with support staff, management, budgets staff, State and Federal control agencies, auditors, etc. Special projects assigned by supervisor or managers.  Other duties as assigned. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with governmental reporting requirements; and (c) attendance at staff meetings. | |
| **DESIRABLE QUALIFICATIONS** | | |
| * Ability to interpret Federal guidelines on cost accounting principles and procedures and SAM guidelines related to full cost recovery of State expenditures. * Possess strong analytical, verbal and written communication skills. * Knowledge of the State accounting processes and strong CALSTARS and FI$Cal knowledge and skills. * Knowledge of the year end process and GAAP reporting requirements. * Ability to multi-task and be proficient with computer and software applications including Microsoft Excel and Word. * Ability to analyze data, draw sound conclusions, and adopt an effective course of action. * Ability to communicate clearly and professionally with co-workers and management. * Ability to maintain confidentiality of sensitive information. * Ability to work under time constraints and meet deadlines. * Ability to perform completed staff work. | | |
| **PERSONAL CHARACTERISTICS and EXPECTATIONS** | | |
| * Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact. * Ability to effectively handle stress and deadlines in a fast-paced work environment. * Ability to problem-solve and use critical and creative thinking to effectively perform work. * Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels. * Communicate successfully in a diverse community as well as with individuals from varied backgrounds. * Understand, follow and enforce all safety rules and procedures. * Be supportive of management and coworkers. * Maintain the confidence and cooperation of others. * Ensure deadlines are met. * Manage multiple & changing priorities. * Maintain acceptable, consistent, and regular attendance. * Develop and maintain knowledge and skill related to the job. * Complete assignments in a timely and efficient manner. | | |
| **PHYSICAL ABILITIES** | | |
| * Typical work requires prolonged sitting using a computer and telephone. * Common eye, hand, and finger dexterity is required for most essential functions. * Grasping and making repetitive hand movements in the performance of daily duties. * Some carrying/moving of objects up to thirty pounds. | | |