

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Associate Accounting Analyst		WORKING TITLE Associate Accounting Analyst	
DIVISION/OFFICE/UNIT FMD/Accounting Branch/Revenue Section		SPECIFIC LOCATION ASSIGNED TO Headquarters – Sacramento, CA	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial)	
<p><i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i></p>			
<p>POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the general supervision of the Accounting Administrator II, the Associate Accounting Analyst performs professional accounting work in the establishment, maintenance, research, and analysis of accounts and financial records for the Revenue Section. Considerable contacts are made with Board of Equalization (BOE), Budget Branch, Cashiers Section, State Controller's Office (SCO), State Treasurer's Office (STO), Bureau of State Audits (BSA), Department of Finance (DOF), and various state departments.</p> <p>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</p>			
PERCENTAGE OF TIME SPENT	DUTIES		
45%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Reconciles and maintains the general ledger for the Retail Sales Tax Fund and all Special Taxes funds. Analyzes individual accounts to determine proper action needed. Prepares correspondence to SCO concerning any discrepancies to the Controller's account balances. Responsible for the preparation of monthly and annual financial statements to be submitted to California Department of Tax and Fee Administration (CDTFA) management, SCO, and the BSA. Prepares, analyzes, and verifies financial reports and statements, accounts and records. Assists in the preparation of various reports requested by CDTFA management.</p>		
30%	<p>Using reports generated through the Integrated Revenue Information System (IRIS) and Centralized Revenue Opportunity System (CROS) performs a reconciliation of the Special Taxes Funds, received by Headquarters and District Offices, to the Cashier Section's Daily Deposit Summary. Identifies retail sales, special taxes (i.e. lumber assessments and Managed Care Taxes), verifies and adjusts revenue totals to reflect dishonored checks, receipts or disbursements of security payments, and cost recovery fees. Upon completion of reconciliation, prepares and submits the daily transmittal of appropriate Special Taxes to STO and SCO.</p>		
20%	<p>Performs technical accounting work in compiling financial records such as registers and worksheets. Advises supervisor of possible inconsistencies or errors and makes recommendations on specific problems. Advises supervisor and other staff members of changes or problems with automated programs. Works with the Accounting Analysis Section staff for resolution. Represents the Revenue Section in high level, complex discussions and projects related to accounting issues.</p>		
5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>Performs special projects related to the Revenue Section including preparation of correspondence and factual reports on issues and recommendations to management. Performs other job-related duties.</p>		

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable):***Work Environment:**

- This position is located in an office setting with artificial light and temperature control
- This position is located in a high-rise building

Physical Abilities:

- Daily access and use of a personal computer, office equipment and telephone is essential.
- Ability to use an elevator and/or stairs to ascend/descend up to 24 stories.
- Ability to remain in a stationary position consistent with office work.

Additional Requirements/Expectations:

- This position requires occasional overtime

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRB Approval Date: 6/24/20

C&P Analyst Initials: SH