

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Associate Accounting Analyst

POSITION NUMBER:

800-625-4588-xxx

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Accounting and Fiscal Systems

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Accounting Disburse/Contracts & Cnty Paymts/County Paym

SUPERVISOR'S NAME:

Racquel Vitor

SUPERVISOR'S CLASS:

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 Accounting Officer, Specialists; two Accountant Trainees; and one Student Assistant.

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 in accordance with the Budget Act and other statutory authority for 17 funds totaling more than \$20 billion annually. This is achieved through the implementation and monitoring of policies and procedures developed to ensure efficient compliance with all rules and regulations related to those programs.

CONCEPT OF POSITION:

Under the general direction of an Accounting Administrator I, Supervisor (AA I-Sup) the Associate Accounting Analyst (AAA) is responsible for complex and difficult assignments relating to the analysis and development of fiscal policies for the Local Assistance programs. The AAA must be able to accurately apply accounting principles and practices, draw sound conclusions, and provide recommendations to management. The AAA acts as the County Payments Unit (CountyPU) lead and is responsible for the payment activities of all county programs. Operates within the County Expense Claim Reporting Information System (CECRIS) and the Financial Information System for California (FI\$Cal) to fulfill daily operational needs.

A. RESPONSIBILITIES OF POSITION:

- 25% Determines and manages necessary cash flow to support the state and county for the local assistance and special projects programs. This includes estimating expenditures and reimbursements; analyzing and identifying significant trends and making comparisons against previous accounting periods to ensure cash availability for timely payments to the counties and recipients; addressing budgetary needs at the premise meetings; and providing management timely reports of expenditure trends and analysis. Prepares analytical forecasting in financial cost accounting transactions for the most complex issues involving analyzing and verifying of accounts, records, and financial reports to determine all statutory and legal requirements have been satisfied. Provides state control agencies with updated cash analysis information for their statewide funding reports. Responds to all inquiries by telephone, written correspondence, or by generating reports.
- 20% Reviews local assistance and special projects claims to ensure expenditures are in accordance with various state and federal laws and regulations, as well as CDSS' claiming policies. This includes identifying and analyzing costs claimed; ensuring the appropriate claim form is used; and ensuring claims are accurate and that appropriate sharing ratios are used. Consults and provides fiscal support to CDSS staff, counties, and vendors. Develops and maintains cumulative expenditure tracking spreadsheets, workbooks, ledgers, and reporting tools to ensure county payments do not exceed allocations. Performs reconciliations between ledgers, payment reports, and appropriation logs using State Controller's Office (SCO) and FI\$Cal data.
- 15% As a lead person, coordinates with appropriate Branch staff to ensure all phases of the section's advance, payment, and cash analysis needs are met. Establishes and maintains liaisons with and provides consultations to operating managers and counties to ascertain CDSS' needs for accounting data and information on local assistance advances, payment policies, and reporting procedures. Coordinates and participates in decision making with CDSS staff on local assistance payment policies and procedures to implement new or revised local assistance programs related to the disbursements of funds.
- 10% Facilitates, leads, and attends meetings regarding local assistance special projects and work groups, and implements new processes and procedures. Maintains and enhances processes to accommodate fiscal and procedural revisions and requirements. Conducts ad hoc studies, provides technical assistance, and monitors and analyzes programs administered by county welfare departments. Provides training and instructions on the local assistance claiming process to federal, state, and county staff. Develops and makes presentations to executive management and external stakeholders. Plans, organizes, evaluates, and trains new staff. Performs on-site fiscal monitoring reviews of counties.
- 10% Ensures all payments and advances are timely and accurately made to meet the needs of counties. Prepares and submits claim schedules to SCO and records in FI\$Cal. Ensures cash and spending authority are available prior to release to SCO. Establishes and maintains accurate cash projection methodology, allocations, and advance processes. Provides timely cash flow projection information to control agencies to ensure sufficient funds are available for meeting CDSS payment needs.
- 10% Oversees various accounting systems to maintain integrity of the data collection and reporting elements (i.e., FI\$Cal, CECRIS, and Access Databases for various payment systems, etc.). Coordinates and maintains the CountyPU review requirements to evaluate the implementation and maintenance of CountyPU's internal controls. Reviews and analyzes state and federal rules and regulations to determine fiscal impact and reports findings to management and responds timely to any findings. Implements appropriate operational changes to ensure CDSS is in full compliance.
- 5% Develops a process to gather year-end accrual information and analyze year-end accruals in conformance with a legal basis and related work. This includes coordinating the accrual process with the other Section's units.
- 5% Other duties to provide support within the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AAA receives general supervision from an Accounting Administrator I, Supervisor.

C. ADMINISTRATIVE RESPONSIBILITY:

On a rotating basis with two other AAAs, serves as a lead for the Section in the absence of the Accounting Administrator I, Supervisor.

D. PERSONAL CONTACTS:

The AAA has frequent contact and works closely with federal, state, and county staff, including executive management. Additionally, AAA must be able to effectively communicate complex technical information to audit staff and other external stakeholders.

E. ACTIONS AND CONSEQUENCES:

Failure to monitor cash expenditures and projections for advance and payment policies could result in lack of cash at the county level. Failure to do so may result in making incorrect or delayed payments to the counties, disallowances of federal and/or state funding, adverse publicity resulting from county concern regarding the funding process, cause a decline in CDSS' fiscal credibility and compromise the counties' ability to operate critical human service programs.

F. OTHER INFORMATION:

The AAA is required to use a personal computer connected to a local area network, must possess a high degree of analytical ability associated with financial management and CDSS' fiscal systems and procedures. The AAA must be able to independently analyze a variety of documents and situations to determine compliance with various fiscal policies and procedures and to use a variety of analytical techniques to identify and resolve accounting problems. Establishes and maintains cooperative relationships with those contacted in his/her work; prepares questionnaires; analyzes data and draws sound conclusions; speaks and writes effectively; conducts effective meetings; prepares summary reports and issues memos; and analyzes situations accurately and recommends an effective course of action. The AAA must be able to work well under pressure and have the ability to use the Microsoft Office Suite and FI\$Cal. Travel is required.