

Staff Administrative Analyst (Accounting Systems)

Revised 6/2021

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**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF FISCAL SERVICES
ACCOUNTING OFFICE
DUTY STATEMENT**

NAME:

JOB TITLE: Staff Administrative Analyst (Accounting Systems)

POSITION NUMBER: 420-023-5303-xxx

UNIT: Fiscal Systems Unit

SUPERVISOR: Accounting Administrator II

STATEMENT OF DUTIES: The Staff Administrative Analyst (Accounting Systems) (SAA) will act as the Department of Justice (DOJ) representative in performing complex technological studies related to the implementation of statewide fiscal and accounting systems. This position supervises, monitors, and develops staff within the Fiscal Systems Unit. The SAA provides guidance and recommendations to management on the impacts of new systems and designs solutions to support the DOJ's mission. This position also corresponds with control agencies and data centers to set criteria required to implement the electronic exchange of data. The incumbent will create and maintain current databases, spreadsheets, and other PC based software essential to the completion of work processes within the Accounting Office and other units within the Department.

SUPERVISION RECEIVED: Under general direction of the Accounting Administrator II (Supervisor) and the direction of the Accounting Administrator III.

SUPERVISION EXERCISED: Directly supervises analysts within the Accounting Systems classifications.

TYPICAL PHYSICAL DEMANDS: Sedentary in nature, personal computer is utilized on a daily basis to perform and/or complete tasks such as typing/processing reports, creating spreadsheets, data input, initiating or responding to emails, utilize various software programs (e.g. Access), etc. Ability to occasionally lift/move objects (e.g. file boxes) up to 20 pounds. Occasional travel may be required.

ESSENTIAL FUNCTIONS:

50% Evaluates staff performance and provides quality feedback to employees to help guide them to complete work objectives and career goals. Identifies training needs of subordinate staff to ensure successful completion of evaluation period while maintaining a productive workflow utilizing feedback from staff meetings, Employee Development Plans (EDP), probationary reports etc. as needed with minimal supervision. Appropriately handles stressful situations in the work place, in a professional and tactful manner, by utilizing effective interpersonal skills and personnel management techniques as needed.

Acts as the administrator for the Accounting Information System (AIS), generates documentation, procedures and business requirements to be used for the stabilization of the current system and/or the acquisition of future systems. Plans, develops and implements technological solutions to support the

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DOJ's mission. Initiates service requests and works closely with the California Justice Information Systems (CJIS) programming staff regarding system modifications and the interpretation and integration of accounting rules and needs into the AIS. As directed by management, develops accounting operational policies. Performs analytical studies related to the development of business requirements and implementation of statewide fiscal and accounting systems, including but not limited to the California Automated Travel Expense Reimbursement System and AIS. Participates with other staff within the Accounting Office and other units within the DOJ on projects regarding the development and implementation of fiscal and accounting related systems. Acts as the DOJ accounting system representative as it relates to the new statewide FISCAL Reporting System.

- 25%** Designs, develops, and analyzes specifications for the creation and/or modification of databases, spreadsheets, and other PC based software that track information shared with other users. Provides quality and timely ad hoc project information and reports to management. Acts as the DOJ representative with vendors, control agencies and data centers to set criteria required to implement the electronic exchange of data, attending meetings as needed.
- 15%** Works with system programmers, Budget Office, Office of Human Resources, and Accounting Office staff in developing and improving the distribution of fiscal information and reporting. Provides a broad scope of complex AIS technical assistance on-site and through the Fiscal Systems Unit email box. Prioritizes and coordinates workflow needs with subordinate staff. Develops training materials and conducts formal classroom training when needed for new and existing systems. Orders equipment including but not limited to copiers, printers, and scanners. Responsible for maintenance contracts related to equipment. Troubleshoots daily operations.
- 5%** Coordinates and maintains uniformity in the DOJ's accounting and reporting system(s) to ensure conformity and compatibility with the Uniform Code Manual account classification and code structure. Works with CJIS programmer staff, internal clients and control agencies to ensure compliance with state, federal and Generally Accepted Accounting Principles (GAAP) requirements. Makes technical and complex legislative and fiscal analysis having impact on accounting operations. Consults with management regarding the implementation of system changes due to passage of new state and federal legislation or rules affecting the AIS. Changes include those involving the departmental budget, federal grants reporting, and income tax reporting for employees and vendors.

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MARGINAL FUNCTIONS:

5% Assists, supports, and performs AIS file updates for use in the preparation of year end accounting documents and for use in the “opening” of the new fiscal year.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. *“(Refer to the Essential Functions Health Questionnaire, STD 910.)”*

Employee’s Signature Date

Supervisor’s Signature Date