

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME: Vacant	
CLASSIFICATION: Associate Accounting Analyst	POSITION NUMBER: 800-623-4588-XXX
DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY) Administration/Accounting and Fiscal Systems	BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY) Acctg Sys & Rptng/Fiscal Systems/County Claims
SUPERVISOR'S NAME: Hassan Raza	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: **None**

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting Systems and Reporting Bureau is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS), maintain fiscal integrity in accordance with sound accounting principles and the federal Cost Allocation Plan (CAP). Record and reconcile all transactions posted to CDSS financial book of record. Maintain the fiscal integrity of the Financial Information System for California (FI\$Cal), the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the general supervision of an Accounting Administrator I, Supervisor (AA I-Sup), the Associate Accounting Analyst (AAA) is responsible for performing complex and difficult tasks and assignments related to the federally approved California County Welfare Departments (CWDs) CDSS CAP for direct and indirect costs. Supports the CEC and Generic Reports Information System (GRIS) administrators. Analyzes state and federal regulations to develop appropriate cost processes.

A. RESPONSIBILITIES OF POSITION:

The AAA acts as a Subject Matter Expert in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and FI\$Cal to fulfill daily operational needs.

- 30% Administers and maintains the Program Codes database to ensure complete, timely, and accurate reports to counties and internal staff. Consolidates and uploads county administrative claims for the County Claims Unit's county auditors for auditing functions. Serves as back up and supports the CEC administrators in responding to technical inquiries pertaining to county administrative and services claims.
- 25% Responsible for analytical tasks, assignments, and studies involving CDSS' cost accounting sub-system (CEC/FoxPro), for counties' administrative and services claims, and other accounting database applications. Reviews and analyzes federally approved County CAP for Direct and Indirect Costs. Researches and develops procedures used to identify, measure, and allocate costs to programs for proper Federal Financial Participation (FFP) in accordance with 2 CFR 200 (formerly OMB A-87) and relevant CDSS regulations.
- 20% Performs as the lead analyst in coordinating and tracking the Program Request Forms (PRF) to ensure accuracy and timely completion. Assists in the review of PRFs and other documents for the establishment of changes to the CEC system.
- 15% Provides fiscal support and consultation, and responds both verbally and in writing to inquiries from federal, state, and county entities. Responds to the Department of Health and Human Services and Department of Agriculture on report inquiries. Interacts with staff from federal departments, state agencies, counties, and all levels of CDSS staff. Provides support on information technology procurements and advance planning documents.
- 5% Reviews documentation for the establishment of, and changes to, program codes for the CEC system. Reviews County Fiscal Letters, All County Letters, and All County Information Notices for fiscal impact to the CEC and CAP.
- 5% Other related duties as required to support the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AAA receives general supervision from an AA I-Sup. The AAA is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA I-Sup on an ongoing basis. The AAA works closely with the Accounting Administrator I, Specialist (AA I-Spec) that serves as the CEC and GRIS administrator.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The AAA has contact with county, federal, and state staff on a regular basis. This contact includes fiscal related issues, cost allocation methodology related issues, program related issues, etc.

E. ACTIONS AND CONSEQUENCES:

The county CAP is essential to the claiming of FFP. The county CAP represents the business requirement of the CEC automated systems. The CEC and GRIS systems are complex reporting accounting systems that are vital to the reporting of accurate figures to the federal government to meet reporting requirements. Failure to maintain the CAP, CEC, and GRIS and to ensure all appropriate adjustments are made to the automated systems would compromise CDSS' fiscal integrity. The submission of a timely and accurate CAP and federal reporting is essential to guaranteeing full FFP. The AAA must be knowledgeable of regulations for the administration of the various welfare programs.

F. OTHER INFORMATION:

The AAA may on occasion serve as acting manager of the County Claims Unit in the absence of the AA I-Sup.