

**State of California - Department of Social Services  
DUTY STATEMENT**

EMPLOYEE NAME: <b>Vacant</b>	
CLASSIFICATION: <b>Associate Accounting Analyst</b>	POSITION NUMBER: <b>800-623-4588-XXX</b>
DIVISION/BRANCH/REGION: <i>(UNDERLINE ALL THAT APPLY)</i> <b>Administration/Accounting and Fiscal Systems</b>	BUREAU/SECTION/UNIT: <i>(UNDERLINE ALL THAT APPLY)</i> <b>Accounting Systems and Reporting/Federal Reporting Sec/Federal Reporting Unit</b>
SUPERVISOR'S NAME: <b>Mark Kapinski</b>	SUPERVISOR'S CLASS: <b>Accounting Administrator I, Supervisor</b>

**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.

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) organizes, reviews, and analyzes financial data for one of the more complex programs in order to prepare federal financial and budget reports; determines and manages cash flow to support federal draw requests and completes reconciliations; and advises management of forecast expenditures relative to budgeted grant estimates awards. The AAA participates in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and FI\$Cal to fulfill the daily operational needs of the Unit.

**A. RESPONSIBILITIES OF POSITION:**

- 25% Responsible for the preparation of one of the four largest and more complex federal financial reports. Analyzes various sources to gather all eligible expenditures to report such as the California State Accounting and Reporting System (CALSTARS), FI\$Cal, contract pay sheets, invoices, and automated data reports. Analyzes automation expenditures, determines project types, and tracks project expenditures through establishment and maintenance of records. Coordinates with program, fiscal, and other state agency staff to ensure appropriate county allocations and contract obligations are in place and in line with budget.
- 20% Develops and periodically revises budget reports. Reviews, analyzes, and provides estimates for expenditure projections. Coordinates with program, fiscal, and other agency staff to determine and manage program trends and compares accounting periods to ensure sufficient funds are projected to meet fiscal year expenditures.
- 20% Reconciles, analyzes, and maintains federal cash transactions on the Allotment Expenditure Ledger (AEL) with the State Controller's Office (SCO) accounts, Federal Automated System Advance Payment Accounts, and CALSTARS. Monitors cash flow to AEL to ensure adequate cash availability and secure cash to meet disbursements. Maintains control of Federal Grant Awards and Letter of Credit. Establishes and maintains liaison position between customers and CDSS customers in order to resolve problems with SCO, FI\$Cal records, or the federal government, when needed.
- 15% Prepares federal and State Treasurer's Office cash disbursement records.
- 10% Analyzes the annual close-out statement of account to ensure all transactions as stated are in agreement with CDSS accounting records. Researches and resolves reconciling items with other CDSS accounting staff or federal staff. Works with federal and state auditors in the verification of the federal financial reports.
- 5% Interprets and provides information to management regarding federal financial regulations and reporting requirements involving programs. Identifies changes in the operating programs which affect accounting operations. Analyzes, proposes, develops, and implements an automated accounting and reporting system necessary to comply with federal and state requirements, rules, and regulations, as well as agency, CDSS, and legislative requirements.
- 5% Other related duties as needed to provide support within the Accounting and Fiscal Systems Branch (AFSB).

---

---

B. SUPERVISION RECEIVED:

The AAA receives general supervision from an AA I-Sup. The AAA must be independent and proficient in handling complex and difficult assignments and able to work and resolve problems with minimal direction. The AAA is responsible for the timely completion of assignments in an acceptable format and to communicate workload status to the AA I-Sup on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AAA works closely with AFSB, units within CDSS, other state agencies, federal agencies, and the counties.

E. ACTIONS AND CONSEQUENCES:

Accurate and timely work is necessary to maintain and ensure CDSS' federal funding and financial operations and prepare annual financial statements. Lack of accurate reporting and careful analysis could result in a cash flow shortfall or insufficient federal reimbursement to cover all eligible expenditures and limit CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

The AAA is expected to process multiple tasks, prioritize assignments accordingly, and work well under pressure. Knowledge of Microsoft Excel and Word PC applications is vital. Knowledge of FI\$Cal reports and Microsoft Access database applications is beneficial.