

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 Disbursements/Fin Services/Travel and Payroll

SUPERVISOR'S NAME:

Sheila Daquil-Rubi

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.

One Senior Accounting Officer, Specialist and eight Accountant Trainees/Accounting Officer, Specialists.

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 with implementation and maintenance of fiscal policies for travel, payroll, and State Operations. The AAA is responsible for travel, payroll, and other reimbursements for CDSS utilizing the Financial Information System for California (FI\$Cal) and the California Automated Travel Expense Reimbursement System (CalATERS).

A. RESPONSIBILITIES OF POSITION:

- 35% Gathers data, analyzes, evaluates, reconciles, and maintains CDSS' policies and systems as it relates to travel, CDSS' Office Revolving Fund, and accounting controls for state operations functions. Identifies and diagnoses accounting and FI\$Cal problems for multiple programs, accounts, and funds. Recommends and implements solutions compatible with CDSS policy, control agency rules and regulations, and various automated systems. Examines, develops, and maintains necessary internal controls. Analyzes, plans modifications, and makes recommendations to management regarding changes in legislation that affect the accounting functions and systems within the Bureau. Interprets and applies tax law, payment rules and regulations, and Control Agency policies applicable to the Travel and Payroll Unit (TPU). Actively participates in planning and implementing meetings regarding payment issues for State Operations. Evaluates, researches, and processes travel exception requests, as well as out-of-state and non-state employee's travel claims. Processes outstanding travel advance accounts, including issuing collection letters and initiating salary offset for aging accounts. Independently responsible for special project research, documentation, and reports.
- 25% Acts as a customer service representative for State Operations and works with CDSS' management, staff, vendors, and travel and rental car agencies to provide expertise in State Operations fiscal and accounting functions; and researches, monitors, and resolves any findings that may be identified. Plans, coordinates, and analyzes year-end payment accrual information to ensure compliance with Generally Accepted Accounting Principles; and provides monitoring and technical assistance on the most complex issues, such as Victim Compensation and Government Claims Board (VCGCB) claims, deficiency claims, and penalty analysis and prevention. Acts as a liaison with control agencies as they relate to CDSS' State Operations financial management activities. Monitors and responds to any audit findings that may be cited relative to payment rules and regulations ensuring compliance with the State Administrative Manual, the California Department of Human Resources, the Department of General Services, the State Treasurer's Office, the State Controller's Office, and VCGCB.
- 25% Acts in a lead capacity. Plans, organizes, processes, trains, and directs staff in the processing of travel expense claims, travel advances, salary advances, payroll distribution, and miscellaneous vendor prepayments to ensure payments are made in a timely manner. Ensures payments are made in accordance with the California Department of Human Resources, VCGCB, the State Administrative Manual (SAM), and Government Code rules, regulations, and collective bargaining agreements. Provides solutions to improve the existing accounting processes and special projects as they relate to TPU.
- 10% Drafts and posts All Staff memos or travel alerts related to TPU. Participates in special projects and provides recommendation and implementation plans for the project. Provides solutions to improve the existing accounting processes and special projects as they relate to TPU.
- 5% Other duties to provide support within the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AAA is required to act independently and be proficient in handling complex and difficult assignments while receiving general supervision from an AA I-Sup. The AAA is responsible for the timely completion of assignments in an acceptable format and apprising the AA I-Sup of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AAA will interact with CDSS staff, state control agencies, federal agencies, and vendors.

E. ACTIONS AND CONSEQUENCES:

Failure to ensure proper implementation and maintenance of Reportable Payment Information could result in severe penalties imposed by the Internal Revenue Service and the Franchise Tax Board. Failure to process payments to employees or vendors timely could cause undue hardship on employees or vendors, jeopardize our working relationships, subject CDSS to late payment penalties or further court actions, and compromise CDSS' ability to operate critical human service programs.

F. OTHER INFORMATION:

The AAA must have outstanding analytical, written, verbal communication, follow-through, and customer service skills while working well under pressure. The AAA must be able to use sound judgment to adjust the Unit's workload and communicate with management in a timely manner, as appropriate, in order to meet deadlines. The AAA must be able to handle multiple tasks, prioritize assignments, and work well individually and in a team environment. Knowledge of personal computing applications including the Microsoft Office Suite and CALSTARS is required.