DUTY STATEMENT

Employee Name: |
Position Number: |
580-110-4588-057

Classification: |
Associate Accounting Analyst (AAA) |
Tenure/Time Base: |
Permanent/Full-Time

Working Title: |
Cash Receipt Analyst |
Work Location: |
1615 Capitol Ave, Sacramento CA 95814

Collective Bargaining Unit: |
R01 |
Position Eligible for Telework (Yes/No): |
Yes

Center/Office/Division: |
Administration Division |
Branch/Section/Unit: |
Financial Management Branch/Accounting Section/Receivables & Cash Unit/Cash Reporting Team

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource’s Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by independently performing more difficult professional accounting duties that require a complete understanding of the State Government accounting process. The AAA needs to process cash receipts, monitor the process of cash receipts for the unit to ensure that all outstanding receipt payments are completed on time, and review/analyze all various complex FI$Cal reports to identify outstanding items, issues, and errors. The incumbent will work closely with control agencies, contractors, banks, and various levels of staff in Accounting and Programs to resolve issues and make corrections. The incumbent is also responsible for preparing and analyzing the data on fiscal reports and providing a summary report to management and programs. They must act as a subject
matter expert to answer internal and external customer’s questions, provide training to the team members, review year-end closing deadlines in conjunction with State controlled agencies’ year-end instructions and deadlines, and assist managers with special projects.

The incumbent works under the general supervision of the Accounting Administrator I (Supervisor) of the Cash Reporting (CR) Unit.

### Special Requirements

- [ ] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [ ] Travel:
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

### Essential Functions (including percentage of time)

**40%** Independently collects and reviews financial data from various queries and reports provided by FI$Cal, State Controller’s Office (SCO), and internal Accounting to monitor and verify the status of the department’s cash receipts. Provide daily, weekly, and monthly reports to management for the status of cash receipt processes and outstanding items. Analyze and identify outstanding items, discrepancy items, issues and errors. Work closely with control agencies, bank, contractors, vendors, and various level of Program and Accounting staff to resolve issues and errors. Research and take proper corrective action toward prompt solutions such as correcting transactions though the FI$Cal system, submitting tickets to FI$Cal, and sending correction requests to SCO.

**30%** Verify and reconcile the cash receipts. Post and remit the cash receipts through the FI$Cal system or submit TC-30 (Report to State Controller of Remittance) to the State Treasurer’s Office (STO). Analyze source documents and reports from bank, programs, merchant account, and FI$Cal system. Maintain, monitor and update the status of receipts on the Daily Deposit Recompilation Log and ZBA Credit Card Reconciliation spreadsheet. Contact the bank, Programs, ITSD, contractors, DOF Analyst, and FI$Cal for resolving issues and errors for the deposits and transactions. Review and analyze all necessary documents to reserve funds and prepare requests for returning receipt payments to other agencies, bank, and vendors. Review and approve bank deposits, and dishonored check buybacks. Assist with training new staff on processes and the best practices to ensure accuracy while adhering to all State guideline, laws, rules, and regulations.

**15%** Act as a Subject Matter Expert (SME) by providing instructions, and training to Program and Accounting staff. Answer inquiries from control agencies, contractor, public customers, bank, and various level of programs and accounting staff, and work closely with them to resolve more complex accounting issues. Provides assessments of impact to the unit daily business.
process as new functionality is implemented and developed To-Be processed in accordance with the changes. Provides feedback and recommendations to handle new business processes. Creates and updates procedures for the new and changed business processes.

10% Serve as unit liaison to review year-end closing deadlines in conjunction with STO, SCO and FI$Cal cutoffs and update the status on the Year End workplan. Provide year-end instructions and trainings to the unit staff and program staff. Monitor the status of year-end tasks. Follow up with Program and Accounting staff for the outstanding items to ensure they will submit and process all documents and transactions on time. Assist the cash and bank reconciliations. Help unit staff to research, analyze, and resolve complex issues and errors. Assist the supervisor to update the year-end drills and prepare accrual entries.

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<thead>
<tr>
<th>Marginal Functions (including percentage of time)</th>
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<tbody>
<tr>
<td>5% Perform other work-related duties as required, including but not limited to backing up other staff within the Cash Reporting Unit and participate on special projects as requested by management.</td>
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I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Date</th>
<th>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)</th>
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</thead>
<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
<td>Employee’s Signature</td>
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**HRD Use Only:**
Approved By: Cynthia Galindo

08/31/2022