

DUTY STATEMENT

Employee Name:

Classification: Associate Governmental Program Analyst	Position Number: 581-410-5393-909
Working Title: Accounting Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Limited Term/Full Time
Center/Office/Division: Center for Infectious Disease/Division of Communicable Disease Control	Branch/Section/Unit: Administration Section

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.

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 planning, organizing, and overseeing Accounting activities in the Division of Communicable Disease Control (DCDC) - Division Office, Budgets and Operations Unit.

Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) will serve as a lead to assist with transactions and training on complex invoices. Will also assist in facilities operations, travel expenditures and projections. Responsible for expenditure transactions within the Financial Information System for California (FI\$Cal) automated accounting system.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% may be required
- Bilingual: Pass a State written and/or verbal proficiency exam in

License/Certification:

Other:

Essential Functions (including percentage of time)

- 35% Prepares invoices for reimbursable contracts and other accounts receivables (AR's). Pull various FI\$Cal reports, prepares data manipulation, and creates AR reports to calculate invoice amounts. Analyze, audit, review and process Travel Expense Claims, travel/salary advances and vendor payments in FI\$Cal. Has frequent contact with DCDC Programs, Accounting, other state and local government agencies, and the public to resolve issues related to the reimbursements. Tracks and logs invoices to ensure they were received by customer and when they will be scheduled for payment for cash flow purposes. Prepare status reports for management and other periodic report assignments as necessary. Provide guidance, recommendations, and alternatives regarding expenditures to management for review and consideration.
- 30% Prepares monthly reconciliations, including the reconciliation to State Controller’s Office (SCO) accounts and Budget Utilization and Development System (BUDS) Reports to ensure the accuracy of records. Reviews and analyzes month-end accounting reports to identify, research, and resolve discrepancies. Prepares correspondence to SCO to correct reconciling items/errors. Coordinate’s correction of reconciling items from BUDS with Accounting staff. Prepares various reports as required by management and State control agencies. Applies governmental fund accounting principles and procedures for programs. Participate and/or lead work groups, as assigned.
- 20% Prepare correspondence to vendors, and/or program representatives on discrepancy issues. Research and respond to program inquiries regarding expenditures and encumbrance transactions. Serve as team liaison for ensuring that payment issues are resolved, and appropriate recommendations are provided in a timely matter. Assist with the analysis and development of internal desk procedures.
- 10% Prepares year-end financial statements for the assigned funds, including gathering and analyzing data. Perform research and analysis of coding for proper funding sources and verify funding against existing budget authority, working closely with the DCDC programs, Accounting, and the Budget Office.

Marginal Functions (including percentage of time)

- 5% Provide technical assistance to program staff on status of invoice payments. Assist supervisor with status reporting of production. Perform other work-related duties as needed.

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.		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.)	
Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date
HRD Use Only: Approved By: Daren Saechao	Date 9/28/2021		

