

DUTY STATEMENT

Employee Name:	Position Number: 580-110-4588-XXX
Classification: Associate Accounting Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Emergency Encumbrance Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No):
Center/Office/Division: Administration	Branch/Section/Unit: Financial Management Branch/Accounting Section/PO & Recon 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 the more difficult accounting duties that require an understanding of the entire accounting process. The incumbent acts as a lead to assist staff with daily transactions,

questions and training. Responsible for the most complex Emergency encumbrance and expenditure transactions within the Financial Information System for California (FI\$Cal) automated accounting system. Responsible for most complex emergency expenditure and encumbrance adjustments. Monitor Cash Flow to ensure sufficient funding for Emergency payments.

The incumbent works under the general direction of the Accounting Administrator I (Supervisor) of the PO & Recon Team.

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 certifies emergency funding of complex, often multi funded procurement documents by auditing, researching, and analyzing coding for proper funding sources and posts encumbrances against existing budget authority working closely with the Programs, Program Support Unit and the Budget Office. Audit, research, analyze and process invoice payment transactions and interpret journal entries and transfer documents received from the State Controller's Office (SCO) for accuracy. Post complex, multi funded financial transactions, which include General Fund, Federal Fund and Special Fund, into the automated FI\$Cal accounting system. Review and approve vouchers within FI\$Cal for payment of invoices through the SCO. Prepare correspondence to vendors, and/or program representatives on disputed matters. Research and respond to program inquiries regarding expenditures and encumbrance transactions. Serve as EIP emergency encumbrance liaison ensuring that accounting issues are resolved quickly, and appropriate recommendations are provided in a timely manner. Perform complex research and communicate, and/or assist in the collaboration with Program Offices to verify the completion and resolution of issues. Review and analyze FI\$Cal reports to advise department management regarding financial status and potential problem areas. Monitor cash daily to ensure sufficient funding for Emergency payments.
- 30% Work closely with Program and assist accounting staff with emergency expenditure and encumbrance adjustments. Analyze a large volume of complex and often time sensitive expenditure adjustments, which include multi-funded contracts and Federal grant awards. Validate the appropriateness of the request and work with Program to ensure proper

research and documentation have been completed; and make recommendations when necessary to assist Program management in keeping expenses within their allotted budgets. Post all complex emergency expenditure/encumbrance corrections timely and accurately to meet Federal reporting requirements. Prepare transaction request documents and send to the State Controller’s Office (SCO) for funding adjustments. Follow up with SCO on all outstanding requests and resolve all issues to these funding adjustments timely.

25% Review FI\$Cal error reports for processing errors posted by the Accounts Payable staff. Analyze and research original input documents, prepare necessary entries to correct the transaction and adjust financial records. Consult with other control agencies, such as FI\$Cal, Department of Finance, Department of General Services or SCO when necessary to resolve the more complex correction issues. Assist Program managers with complex contact questions including multi-fund issue, time extensions, reverting appropriations, cash transfer letters, reportable payments, penalty payments and year-end accruals.

Marginal Functions (including percentage of time)

5% Provide consultation to program staff on status of outstanding emergency purchase orders. Assist in the analysis and development of internal control procedures for the encumbrance process. Assist with the development of desk procedures for the ETIP team and act as back up for the encumbrance process. Performs other work-related duties as assigned.

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: C.G.
 Date: 08/09/2023