



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Financial Services Branch	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 280 - 4552 - 013
DIVISION/UNIT Accounting/Accounting Receivable	CLASS TITLE Accounting Administrator I (Specialist)
INCUMBENT NAME VACANT	WORKING TITLE Sr. Accounts Receivable Specialist

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the direction of a Financial Accountant II, the Accounting Administrator I (Specialist) (AA I) acts as a lead responsible for administration of administrative accounts receivable (Admin Ars) as well as all AR General Ledger (GL) transactions, postings, accruals, reconciliations, analysis of complex accounts, and communication with senior leadership throughout the organization on issues concerning ARs. The AA I is also responsible for high-level analysis and action for pension receivables; as well as non-recurring project activities assigned to the AR unit that includes designing, executing, testing, developing procedures, and maintaining the system related to Receivables function.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
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ESSENTIAL FUNCTIONS

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| 30% | Act as a lead for all matters concerning Admin ARs. Including verifying, posting, collecting, and reconciling all transactions relating to Admin ARs operations, act as a liaison between Human Resources (HR) and Accounting for employee related ARs; review and monitor Admin AR procedures and processes and all relating accounting treatments; train junior staff on related topics; work directly with senior leadership throughout CalSTRS to process issues related to Admin ARs and resolve issues. |
| 30% | Act as lead for all AR General Ledger (GL) work items. Monitor State Controller’s Office (SCO) uncleared transactions to post items to AR accounts as needed. Make all required periodic journal entries, accruals and document all required support for quality assurance and audit trail purposes. Assess risk and internal controls as related to AR GL transactions, making recommendations to Accounting management as appropriate. Establish and monitor accounting methodology to calculate the Allowance for Doubtful Accounts (ADA). Analyze all AR GL accounts for reasonableness, compliance with GAAP and GASB. Research abnormal balances and recommend process changes to correct if applicable. Prepare and analyze START Information Request and other data extract for statistical, trend, and cost/benefit analysis as required by management. Make recommendations to management and executive staff based on sound reasoning and supported by data analysis. |
| 25% | Subject Matter Expert (SME) on cross functional projects impacting Pension Solution (PS), BusinessDirect (BD), as well as other assigned projects such as data prep correction projects, START corrections fixes, etc. Attend Joint Application Design sessions, review Design Specification documents and deliverables for senior management approvals; provide recommendations, when necessary. Review and analyze conversion data and reconcile between the subsidiary ledger and the financial systems. Develop test scripts and perform testing for Benefit Connect (BC), draft and develop procedures for receivable processes in BC and train staff regarding PS and BusinessDirect Retrofit (BDR) projects. Lead efforts in data conversion projects to analyze data; prepare detailed report(s) of findings, apply accounting principles and procedures when making recommendations to management; monitor and ensure proper outcome of the data conversion. Review and process pension related transactions and periodically reviewing policies procedures and processes to ensure they are updated as needed to reflect business and technology changes. |
| 10% | Prepare specialized reports required by law as well as governing agencies including the preparing of annual Overpayment/Underpayment Report for the Teachers’ Retirement Board. The AA I analyzes trends and changes from year-to-year, working with business partners in other business areas, management, and executive staff to ensure timely and accurate delivery of the report mandated by statute (Ed. Code 24619); preparing the biannual Write-Off Report including compiling and explaining all write-off activity for pension, administrative, and investment receivables in accordance with TRB Policy Memorandum, 94-92; the annual SCO Accounts Receivable Report including working with Accounting management and SCO |

staff as well as other ad hoc reports required by management. The AA I Specialist will work with peers, management, and executive staff for multiple business areas to ensure timely and accurate completion.

MARGINAL FUNCTIONS

5%

Conduct the daily analysis and tracking of the receivable in a back-up capacity in the absence of other staff. Monitor the AR Mailbox and assign work to peers based on Terminal Digit Range as needed.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position’s CalSTRS class competencies:

- Decision Making
- Diagnostic Information Gathering
- Ethics and Integrity
- Influencing Others
- Interpersonal Skills for Relationship Building
- Planning and Organizing
- Professional and Personal Development
- Technical/Professional Knowledge and Skills
- Thoroughness

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS’ policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR’S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR’S NAME (Print)

EMPLOYEE’S SIGNATURE

DATE SIGNED

EMPLOYEE’S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE’S NAME (Print)

EMPLOYEE’S SIGNATURE

DATE SIGNED