



Classification: Associate Accounting Analyst  
Position Number: 880-600-4588-032

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 25-600-001	<b>Classification Title:</b> Associate Accounting Analyst	<b>Position Number:</b> 880-600-4588-032
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Associate Accounting Analyst	<b>Effective Date:</b> July 2025
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Administrative Services, Accounting Branch		<b>Section/Unit:</b> Transaction 2/Contract Payments
<b>Supervisor's Name:</b> Amber Canchola		<b>Supervisor's Classification:</b> Accounting Administrator I (Supervisor)

### Human Resources Use Only:

**HR Analyst Approval:** Kathleen Hill

**Date:** July 2025

### General Statement

Under the general direction of an Accounting Administrator I (Supervisor) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

### Position Description

The Associate Accounting Analyst is a FI\$Cal expert, independently reviews, analyzes, and completes a variety of accounting processes for Purchase Estimates, Purchase Orders, Master Service Agreements, Service Orders, Direct Transfers, and FI\$Cal documents. The incumbent audits, analyzes, and prepares various payments, ensuring costs are allowable and appropriate. The incumbent reviews statutes, rules, and regulations and appropriately applies them to ensure proper disbursements. Reviews the quality of work completed by lower-level accounting staff to maintain effective control, accountability and timeliness. Reviews and approves vouchers, encumbrances and provides feedback. Works independently with staff and program staff to resolve the more difficult problems including multi-fund issues, time extensions, reverting appropriations, cash transfer letters, and year-end accruals. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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**Essential Functions (Including percentage of time):**

30%	Act as primary FI\$Cal expert and as the primary contact for Purchase Estimates, Purchase Orders, Master Service Agreements, Service Orders, Direct Transfers, and other miscellaneous payments. Independently review terms of Purchase Estimates, Purchase Orders, Master Services Agreements, Service Orders, internal and external contracts, direct transfers, and other miscellaneous payments and completes the Approval Checklist to ensure costs are allowable and appropriate. Independently review and approve FI\$Cal documents (contract shells, purchase orders, vouchers, etc.). Work independently with other state agencies regarding Direct Transfers to resolve the more complex problems including, funding, credits, and year-end processes. Prepare FI\$Cal input forms to post to the appropriate general ledgers to establish encumbrances, liquidate encumbrances and create claim schedules/vouchers. Ensure all necessary documentation is received for the establishment of encumbrances and liquidation of encumbrances. Provide cooperative backup for Contract Payments Unit Supervisor.
20%	Review statutes, regulations, State Administrative Manual (SAM), contract manual, government code and State Controller's Office (SCO) claim schedule/voucher procedures as needed to ensure proper disbursements. Audit, analyze, and prepare payments for various invoices including Purchase orders, Purchase Estimates, Master Services Agreements, Service Orders, General Services Transfers, and other miscellaneous payments. Independently identify payment discrepancies and research Cal eProcure, CalTABS, Office of Fiscal Services, SOS-Kepler, SCOPROD and FI\$Cal as needed to recommend solutions and ensure appropriate disbursements. Prepare monthly reconciliations and quarterly encumbrance reconciliations. Review quality of work processed by lower-level accounting staff to maintain effective control, accountability, and timeliness. Ensure all necessary documentation is received for the processing of various vendor payments. Assist lower-level accounting staff with the more complex vendor payment discrepancies and disputes.
15%	Work independently with Business Operations Branch (BOB) Procurement, Policy and Support Unit (PPSU) staff and program to resolve the more complex problems including multi-fund issues, multi-year issues, reverting appropriations, reportable payments, late payment penalties and year-end accruals. Verify Department of General Services' Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Certification Programs, report any known issues to the SWRCB SB/DVBE Advocate in BOB PPSU.
10%	Coordinate the development and presentation of the Procurement Customer training in collaboration with BOB PPSU staff. Consult with regional & state board program staff, other state agencies, and control agencies as necessary to ensure proper and timely payments. Coordinate development and maintenance of desk procedures, workload standards, and performance measures.



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10%	Coordinate the review and implementation of internal control procedures by making recommendations in order to safeguard assets. Assist with the review of operations by making recommendations to create greater process efficiencies and improve quality. Assist with closing and archiving 7- and 50-year agreements.
5%	Reconcile the FI\$Cal daily system batch logs. Work independently with Accounting staff to resolve reconciling items and maintain adequate internal controls. Review FI\$Cal Edit Activity Report listing for input errors. Analyze, research original input documents, and prepare necessary entries to correct transaction records. Consult with FI\$Cal Systems Analyst as necessary to resolve correction issues. Assist Contract staff with the resolution of more difficult input issues.

**Marginal Functions (Including percentage of time):**

5%	Provide cooperative backup for Travel/Payment Unit (TPS), Loans/Grants Unit (LGU), Tank Payments Unit (TPU) and Revenue/Payroll Unit (RPU). Assist with processing travel/payments, loans/grants payments, posting accounts receivables into Financial Management System (FMS); and office support functions including answering phones, distributing mail, printing forms, and typing checks. Assemble proof and review claim schedules/vouchers. Prepare and process Report of Collection and Deposit Slips for State Board receipts utilizing CashPro and FI\$Cal.
5%	Perform analysis, projects and other duties related to the Accounting Branch functions as required. Other duties as required. Overtime during peak periods, such as year-end, may be required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a work-issued laptop and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 40 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works on the 18<sup>th</sup> floor of a high-rise office building in downtown Sacramento, in an enclosed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during peak periods such as year-end closing or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy this position is currently eligible for telework.



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Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name		
Employee Name	Employee Signature	Date