

DUTY STATEMENT

1. Institution/Division/Office: Central Office/ Fiscal Services/ CALPIA		2. Unit/Industry/Enterprise: Accounting / Fiscal Analytics Unit	
3. Classification Title: Staff Services Analyst (General)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-041-5157-801		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the supervision of the Accounting Administrator I (AAI) Supervisor, the Staff Services Analyst (General) (SSA) assists in the coordination, preparation, reconciliation, and analysis functions of the California Prison Industry Authority's (CALPIA's) Fiscal Services division in accordance with the policies and procedures of the State of California.			
8. Work Schedule: Monday – Friday between core hours 8:00am – 5:00pm			
9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.		
	ESSENTIAL FUNCTIONS		
20%	Provide Fiscal Support: Perform analysis of enterprise financial data including revenue, cost of goods sold, gross margin, and all supporting cost center financial data. Prepare written analysis, propose corrections, and submit for approval. Analyze financial statements containing cost accounting inventory-related information; Interpret and recommend adjustments as needed. Perform analyses in support of, and actively participate in, special studies or task groups; provide analytical support for special reviews and presentations; prepare reports and make recommendations on procedures, policies, and alternatives; review and analyze proposed fiscal data on reports as requested by working closely with staff and management of other divisions.		
20%	Provide Accounts Receivable Support: Research and analysis of service and manufacturing items shipped/revenue using the CALPIA ERP system. Analyze and resolve unbilled quote issues to ensure accuracy. Maintain complex reports such as but not limited to billing, revenue, aging, advanced billing, etc. Analyze and reconcile reports of items shipped versus items billed to identify any discrepancies or problems. Assist in the analysis and resolution of billing and price discrepancies. Act as a liaison between central office and field staff. Assist in resolving the most complex customer dispute letters by analyzing data and making recommendations. Research and resolve inquiries from the institutions and customers regarding billing corrections/adjustments. Analyze data and correspond with customers as necessary to resolve any discrepancies. Research, analyze, and use independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to specific situations.		
20%	Provide Accounts Payable Support: Reconcile payments made to vendors, which includes analyzing and comparing the stated terms on CALPIA's purchase orders and/or contracts with the vendor's invoice, analyzing quantities received and invoiced, adjustments to vendor's invoices done appropriately, and ensure purchase order signatures are consistent with the Delegated Signature Authority list. Analyze AP audit-trail reports to ensure the appropriate cost center and general ledger account are charged. Analyze purchase price variances for inventory purchases and notify the Inventory Management Unit supervisor to resolve issues. Review and analyze Accounts Payable Reports for coding to ensure financial accuracy in CALPIA's General Ledger and reports. Utilize ERP system to research vendor payments, create and download query reports, use as a tool to analyze and/or assist with preparing monthly reports. Communicate clearly and concisely with CALPIA staff at all levels, or control agency personnel to research and resolve payment discrepancies and coding errors.		
20%	Provide Reports & Reconciliation Support: Assist in fiscal financial year-end processes including working with external financial auditors for the interim and year-end financial audit and closing the fiscal year. Assist in providing complete analysis for Gross Margin Analysis (GMA), complex year-end schedules, and prepare detailed analysis based upon external auditor requests and checklists such as year-end vacation accrual and other revenue accruals. Assist in preparing all year-end reports required for the State Controller's Office (SCO) and Department of Treasury such as budgetary-legal, GAAP, and Fund reports. Perform Fixed Asset tasks including reconciliations, analysis, and reporting functions. Process daily Inventory Transfers (IITs) Requests by assigning reason codes, verifying data on the form for accuracy, record documents in IIT log, identify discrepancies and correct errors. Research and analyze CALPIA Fund and Cash Accounts discrepancies. Propose and prepare resolutions to issues arose with uncleared/uncashed agency checks. Assist with Fixed Assets discrepancies and coordinate with appropriate accounting staff to process discrepancies.		
15%	Provide support and research for CALPIA Inventory Management unit. Evaluate and analyze inventory cost and methodologies; make recommendations to management; prepare, analyze, overhead rates; and prepare inventory adjustments that impact the financial statements. Gathers, calculates, and analyzes inventory data from CALPIA manufacturing enterprises in accordance with rules and principles to monitor inventory levels for appropriateness to production plan. Perform analytical duties and identify existing or potential inventory related issues on the financial reports/statements. Research and analyze inventory related transactions and proposed adjustments as necessary.		
	(Continued on Page Two)		

