



Duty Statement

Classification: **Financial Accountant IV**

Position Number: **275-210-4194-004**

HCM#: **4790**

Branch/Section: **Financial Office / Financial Reporting & Accounting Services Division, Accounting Services Section**

Location: **Sacramento, CA**

Working Title: **Assistant Division Chief**

Effective Date: **September 1, 2025**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: ☒ **Yes** ☐ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

As a part of the CalPERS Financial Office (FINO), the Financial Reporting & Accounting Services Division (FRAS) provides control and direction for accounting activities of all funds and programs. The division coordinates the funding for the administration of all CalPERS' programs, publishes financial statements and provides support for management systems to assist CalPERS in improving operational efficiency and effectiveness.

Under the general direction of the Controller in FINO, the Financial Accountant IV is responsible for managing and directing, through subordinate team leaders, the operations of the CalPERS Accounting Services Section. This role develops and implements section and division policies and procedures, coordinates audit responses and year-end close, and provides executive-level analysis and presentations to the Board, executive leadership, and control agencies while safeguarding the integrity of the Public Employees' Retirement Fund (PERF).

Essential Functions

Regular and consistent attendance in the office five days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

40% Onsite¹ and virtually, plans, organizes, and directs the overall operations of the Accounting Services Section functions including Travel, Accounts Payable, and Recon Units. Provides leadership and direction to supervisors and team leaders in the section. Provides section team members with priorities, objectives, and guidelines to develop critical fiscal and forecast information, such as monthly, quarterly, and yearly financial reporting, trend analysis, accruals and cost allocation that is relevant and useful for CalPERS executive leadership to effectively administer the organization's resources. Directs and

monitors team members to implement strategic and functional goals, objectives and action plans set by the Controller, Chief Financial Officer, and Chief Executive Officer. Directs and reviews analysis of highly complex issues with substantive and material consequences of action such as impacts of new Governmental Accounting Standards Board (GASB) pronouncements, legislation and/or new programs. Provides timely and accurate financial information internally to CalPERS Executive Office, Investment Office, Budget Office, Board, and other division leaders to meet CalPERS' program objectives. Ensures the establishment and maintenance of the administrative and investment accounts and general ledger records and analyzes necessary data throughout the year in preparation for the Department's Annual Legal Basis Financial Reports and Annual Comprehensive Financial Report (ACFR). Analyzes administrative and investment accounting practices as they relate to Generally Accepted Accounting Principles (GAAP), which includes recommending and implementing proper accounting treatment for new types of activities, programs, or investments. Directs the general ledger accounting analysis and reconciliation of the highly complex Public Employee's Retirement Fund including preparation of period-end reporting, numerous budgetary appropriation reconciliations, and analysis.

30% Onsite and virtually, represents FRAS on a variety of special projects, including meetings with internal team members, executive leadership, division chiefs, program team leaders, internal and external auditors, and external customers including, but not limited to, vendors, contractors, and control agencies. Develops, recommends, and implements new approved pension fund policies, procedures, and programs such as cost allocation, board employer reimbursement, new travel rules and regulations, and automation implementations, to ensure legal, efficient, and controlled accounting practices. Supports committees and task forces as the Accounting Services subject matter expert, analyzing financial implications and providing advisory input to inform new program initiatives and address complex issues confronting FINO and CalPERS. Analyzes and makes recommendations on implications of legislation, new initiatives, Board of Administration decisions, and executive leadership policies and directives. Forecasts trends by analyzing prior financial data and applies requisite course corrections to ensure the integrity of the pension fund and supporting accounting programs. Participates in and prepares the FRAS portion of data for the annual CEM Benchmarking survey. Oversees the cost allocation and cost accounting functions of investment expenses, which includes, but is not limited to, ensuring all investment expense purchase orders and contracts are properly set up and coded to the appropriate funds and facilitates the timely payment of invoices. Proposes, develops, and implements approved policy decisions and procedural changes impacting CalPERS as they pertain to investment expense cost allocation.

25% Onsite and virtually, directs, coordinates, and reviews the development of Board agenda items, program statistics, and objectives as well as other fiscal administrative reports. Prepares written and oral presentations related to Accounting Services to the Board, executive leadership, internal team members, and external customers. Develops and recommends department-wide policies, procedures, and standards for approval, and implements approved policies. Directs team members in the development of solutions to various problems and responds to a wide variety of issues and questions from executive leadership, division chiefs, and program team leaders. Coordinates financial reporting activities with internal and external entities such as State Controller's Office, State Treasurer's Office, Department of Finance, internal and external auditors, and SSB. Coordinates, responds to, and resolves findings from internal and external auditors. Prepares and maintains a fiscal year-end work plan/schedule and ensures year-end closing activities are completed accurately and timely. Prepares and/or reviews supporting documentation for Interim and Year-End Prepared by Client items for our external auditors; annual

financial reports and schedules for the ACFR; the Department's Annual Legal Basis Financial Reports; and any other required fiscal year-end reporting.

- 5% Onsite and virtually, provides training and development to supervisors and team leaders to ensure the recruitment, hiring, promotion, and/or retention of qualified and motivated team members. Hires, develops, and retains competent and professional team members that assures an adequate level of specialized expertise to support current and future CalPERS needs. Initiates procedures to effectively utilize and evaluate team members. Performs other administrative functions as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**