

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☒ Current☐ Proposed

RPA NUMBER 29249	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Fiscal Services	
UNIT NAME Contracted Fiscal Services, Accounts Receivable	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Associate Accounting Analyst	POSITION NUMBER 306-243-4588-003	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday to Friday, between 7:00 am and 5:00 pm (flex)	TENURE Permanent	
WORKING TITLE Associate Accounting Analyst	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE Jul 1, 2025	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of an Accounting Administrator I (Supervisor) in the Receivable/Disbursement Section, the Associate Accounting Analyst acts as a lead person and is responsible for independently providing planning, analysis, reporting and advisory duties regarding accounts receivable and cash management utilizing Financial Information System for California (FI\$Cal) and Microsoft Office Suite for DGS program offices and client agencies. The Associate Accounting Analyst performs tasks in accordance with Office of Fiscal Services guidelines, Governor's Budget, Department of Finance rules and regulations, State Controller's Office (SCO) policies, California Department of Human Resources policies, State Administrative Manual (SAM), and state and federal laws.

SPECIAL REQUIREMENTS

☐ Medical Clearance	☐ Background Clearance	☐ Typing	☐ DMV Pull Notice	☐ Drug Testing
☐ Vehicle Home Storage Permit	☐ Driver's License and Class (specify below in Description)	☐ Certificate (specify below in Description)		
☐ Professional License (specify below in Description)	☐ Other (specify below in Description)			

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Researches, analyzes and monitors accounts receivable transactions by reconciling FI\$Cal accounts receivable transactions to SCO Legacy transactions, in order to provide direction and technical assistance to staff in the processing and recording of accounting entries to ensure proper internal controls and that accounting is in accordance with all state fiscal guidelines, rules, and regulations.
30%	Identifies and resolves difficult reconciling accounting transactions by analyzing and evaluating agency cash with the State Treasurer's Office, reviewing cash related activities and items such as deposits and disbursements, and confirming the accuracy of cash balances with accounting staff in

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PERCENTAGE	DESCRIPTION
	order to make recommendations to management on necessary cash flow, to ensure compliance with rules and procedures set forth by all applicable accounting policies and procedures, utilizing the monthly Centralized Treasury Trust System Account Statements, FI\$Cal PeopleSoft queries and reports, and other related internal accounting logs.
25%	Evaluates, develops and maintains procedures and proper controls for accounts receivable and cash management functions including billing, deposits and remittance of funds classified as revenues or reimbursements and other types of receipts in order to process and resolve the more complex accounting issues and to ensure these funds are properly processed and recorded in accordance with the Accounts Receivable Management Act and other state accounting policies and procedures.
5%	Advises and makes recommendations on complex accounts receivable issues and related accounting functions and may act as the subject matter expert by analyzing a variety of accounting data, reviewing FI\$Cal Releases and Job Aids, and serving as a lead on any new functionalities or enhancements, in order to design and install new or revised procedures, and resolve complex issues, to ensure compliance with state accounting policies and procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assists with or takes the lead on special projects and complex assignments by preparing or updating policies and procedures for accounts receivable and cash management functions, and preparing work status and tracking reports, in order to provide back-up support related to accounts receivable and cash management, to ensure business needs are met.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

- Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.
- Ability to remain at a workstation for an extended period of time.

DESIRABLE QUALIFICATIONS

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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