

**DUTY STATEMENT**

Employee Name:	Position Number: 580-110-4588-065
Classification: Associate Accounting Analyst	Tenure/Time Base: Permanent/Full-time
Working Title: Associate Accounting Analyst	Work Location: 1615 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Financial Management Division	Branch/Section/Unit: Accounting Operations Section/ Payables Unit/ Invoice Payment Team 2

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

**Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

**Job Summary**

This position supports the CDPH's mission and strategic plan by independently performing the more difficult accounting duties that require an understanding of the entire accounting process. The incumbent will act as a lead to assist staff with daily transactions, questions, and training on the most complex emergency invoices. This position is responsible for the most complex emergency expenditure transactions within the Financial Information System for California (FI\$Cal) automated accounting system.

The incumbent works under the general direction of the Accounting Administrator I (AA I) (Supervisor) of the Invoice Payment Team 2.

## Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

## Essential Functions (including percentage of time)

- 40% Independently audit incoming emergency invoices against most complex, often multi-funded procurement documents which may include General Fund, Federal Fund and Special Fund. Perform research and analysis of coding for proper funding sources and verify funding against existing budget authority, working closely with the Programs, Program Support Unit, and the Budget Office. Post complex, multi-funded financial transactions directly into the FI\$Cal automated accounting system. Review and approve vouchers within FI\$Cal for payment of invoices through the State Controller's Office (SCO). Prepare correspondence to vendors, and/or program representatives on disputed matters. Research and respond to program inquiries regarding expenditures and encumbrance transactions. Serve as team liaison for ensuring that emergency payment issues are resolved, and appropriate recommendations are provided in a timely matter. Review and analyze FI\$Cal reports, provide recommendations to department management regarding financial status and potential emergency invoice problem areas.
- 35% Independently review, analyze, and quickly make sound decisions to pay emergency expedite invoices outside the FI\$Cal by creating a claim schedule and submitting to SCO with clear justification for an expedite request. Work closely with SCO to resolve any processing issues quickly to ensure timely payment. Request payments through the Office Revolving Fund (ORF) when necessary and continually process the replenishment of the fund. Interpret and post journal entries and transfer documents received from the SCO for accuracy.
- 20% In a lead capacity, assist the supervisor with overseeing and monitoring emergency activities within the Encumbrance Invoice Payment Team. Assist in the training of staff on processes and best practices to ensure accuracy and consistency and assisting staff with the correction of posting errors. Report to AA I (Supervisor) the operational needs of the team including the review of proposals to change accounting procedures, process improvements of payables functions and workflows. Assist with the analysis and development of internal desk procedures within the FI\$Cal automated system. Assignments may involve process changes that affect the entire accounting operation, and the incumbent may be given broad discretion on the solution of problems.

## Marginal Functions (including percentage of time)

- 5% Provide consultation to Program staff on status of invoice payments. Assist supervisor with weekly status reporting of production. Perform other work-related duties as needed

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: NW

Date: 9/30/25