

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: VACANT	Current Date: September 2025
Classification: Associate Accounting Analyst	Position #: 673-820-4588-001
Division/Office: Fiscal Services Division/Budget Branch	CBID: R01
Section: Budget Monitoring & Management Section / Budgetary Control Unit	
Supervisor Name: Jer Yang	Supervisor Classification: Staff Services Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

Indicate the number of positions by classification that this position **LEADS**: N/A

MISSION OF SECTION: The mission of the Budget Monitoring & Management Section is to properly manage the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency's (CalEPA) annual budget in support of their respective missions to protect and enhance California's environment and natural resources. The Section provides fiduciary oversight, management, and reconciliation of CARB and CalEPA's budgeted resources.

The Governor's Budget reflects CARB and CalEPA's funding authority which is broken into specific funds and programs that the Budgets Section must monitor and reconcile to ensure budgeted authority and adequate cash are available to support CARB and CalEPA programs. Funds must also be managed to comply with statutes and regulations authorizing CARB to collect fees. The Budgets Section must provide services that include, but are not limited to, yearly allocation development, monitoring and reporting, budget change proposal development and implementation, and represent CARB and CalEPA at budget hearings before the legislature and provide expert testimony as required. Specifically, conducting analysis tracking, documents, validates, and reconciles all budgetary actions that changes CARB's budgetary authority. The Section maintains budgetary control by providing oversight, review, and reconciliation of labor charges and the monthly cost allocation process.

CONCEPT OF POSITION: Under the general supervision of the Budget Manager (SSM I), the Associate Accounting Analyst independently analyzes the more complex fiscal data and performs budgetary and accounting work to provide analysis, reporting, forecasting, and planning associated with the establishment, maintenance, and reconciliation of the Federal Trust Fund (FTF) accounts with records for the California Air Resources Board (CARB) and California Environmental Protection Agency (CalEPA). Performs all work in accordance with departmental guidelines, State Administrative Manual (SAM), Uniform Codes Manual (UCM), Generally Accepted Accounting Principles (GAAP), Department of Finance (DOF) rules and regulations, State Controller's Office (SCO) policies and procedures, and state and federal laws. Overtime may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Federal Grant Coordinator: Oversees the administration, tracking, and management of federal grants for CARB and CalEPA. Acts as a liaison to control agencies, program staff, Accounting Branch, and other boards, departments and offices (BDOs). Prepares correspondence and resolves

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	complex interdepartmental issues related to purchase orders, memoranda of understanding, and other financial transactions. Establishes and manages grant projects in Financial Information System for California (FI\$Cal); prepares and submits various required documents including the SCO Request to Establish or Amend FTF Account (AUD10a), Service Location Request, and Configuration Modification Request (CMR). Reviews federal vouchers and processes reimbursement drawdowns for grant expenditures.
35%-E	Financial and Federal Reporting: Independently reviews and analyzes accounting records to ensure accuracy, completeness, and timely processing. Monitors cash balances, review trial balance reports, and research discrepancies to correct abnormal balances. Processes Month-End Close (MEC) activities, identifying and resolving any reconciling discrepancies. Prepares monthly reconciliations, including the SCO/FI\$Cal agency reconciliation, Plan of Financial Adjustments (PFA) reconciliation, and cash reconciliations. Conducts year-end financial activities and posts general ledger journal entries for accruals, encumbrances, revenues, and Statewide Cost Allocation Plan (SWCAP). Prepares and submits year-end and federal reports, including financial statements, DF-303 fund reconciliations, Federal Financial Report (FFR SF-425), and Minority and Women Business Enterprise (MBE/WBE) reports.
25%-E	Federal Grant Management and Auditing: Collaborates with program staff and the Budgets Unit to prepare and submit federal grant applications. Establishes and maintains comprehensive records for federally funded grants, cooperative agreements, and reimbursement contracts. Reviews and analyzes reports to identify terms of conditions, period of performance, and the federal cost-sharing ratio. Monitors and analyzes payments for federally funded projects to ensure compliance with grant requirements and accurate posting within the accounting system. Develops and maintains tracking logs for all approved federal grants, compares actual expenditures against grant awards and budgeted amounts, and coordinates the closeout process for expired grants. Reviews and approves performance reports and Single Audit. Supports program staff in audit preparation for reviews conducted by federal agencies and the California State Auditor.
5%-M	Assists with special projects, develop desk procedures, and perform other duties as assigned, consistent with the scope of the classification. Provides training and backup support to Budgetary Control Unit staff as needed.