

DUTY STATEMENT

Employee Name:	Position Number: 580-110-4588-909
Classification: Associate Accounting Analyst	Tenure/Time Base: Permanent/Full-time
Working Title: Fund Reconciliation Specialist	Work Location: 1615 Capitol Avenue MS 1601, 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 Reporting Section/State Unit/Fund Reporting Team A

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 CDPH's mission and strategic plan by performing professional accounting duties in the preparation of monthly reconciliations for various Prop 99 and Special Funds. The Associate Accounting Analyst (AAA) performs analytical and advisory duties and independently performs the more difficult professional accounting duties that require a complete understanding of the State Government accounting process. This position controls the details of the department funding activities for revenues and expenditures ensuring the accuracy and integrity of the financial data for reporting purposes.

The AAA coordinates and prepares monthly appropriation reconciliations of various funds for

expenditures, revenue and reverted appropriations between the Department and the State Controller's Office (SCO) records. The incumbent is responsible for the review and analysis of reconciling items to determine the proper accounting action for adjustments and corrections to the Financial Information System for California (FI\$Cal) or SCO records as well as the preparation of the year-end financial statement for their assigned funds.

The incumbent works under the general direction of the Accounting Administrator I (AA I) (Supervisor), Chief of the Fund Reporting Team A.

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% Collects data independently from various FI\$Cal queries and reports. Reviews, analyzes, and performs monthly appropriation reconciliation of SCO accounts to FI\$Cal records. Monitors the funds disbursements and revenues activities, ensuring data are recorded accurately and timely. Identifies reconciling items, over/under expenditures, and abnormal balances for the proper corrective actions and prompt solutions. Identifies areas of concern with the funds' reconciliation and notifies program, management, and unit areas within accounting. Communicates reconciliation findings and shares options and/or solutions in clearing discrepancies within the reconciliation items. Interacts frequently with SCO for the correction of the appropriation accounts. Maintains adequate cash flow by preparing monthly projections and forecasts of appropriation expenditure trends from prior year data for special funds and requests transfers-in from the fund administrators. Provides impact assessments and develops daily business processes as new functionalities are implemented in FI\$Cal. Provides feedback and recommendations of new business processes and/or requirements set forth as SCO goes live in FI\$Cal. Analyzes and processes asset depreciation transactions.
- 20% Performs analysis to reconcile cash in State Treasury, deposits in Surplus Money Investment Fund (SMIF), and expenditure amounts to the FI\$Cal Trial Balance Reports. Analyzes and reconciles complex data analysis transactions to ensure they are recorded properly and balanced with the general ledger module. Reviews and resolves budget tolerance errors. Prepares, processes, reviews, and posts complex journal entries in the general ledger module.
- 15% Monitors the funds appropriation balances to ensure disbursements and/or obligations do not exceed spending authority. Takes required action to resolve over-expected budget accounts. Reports and updates management promptly when issues are identified. Reviews budget revisions for funds appropriations to maintain current and accurate balances.

- 15% Serves as the back up to other fund reconcilers. Serves as the subject matter expert in the State Fund Reporting Unit and provides recommendations to management toward the efficiency of the unit's daily business processes. Maintains desk procedures. Performs special projects as assigned by the AA I and management.
- 5% Develops and facilitates year-end trainings, year-end accruals, and reclassification activities. Reviews and provides recommendations for the year-end work plan to meet control agency deadlines. Prepares the year-end financial statements for assigned funds. Responds to inquiries from SCO that arise from the financial statements. Prepares Detailed Fund Balance Reports (DF303) for assigned funds.

Marginal Functions (including percentage of time)

- 5% Perform other job-related duties as required. Attends meetings and training.

☐ 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: 10/6/25