

☒ Current
☐ Proposed

Civil Service Classification: Associate Accounting Analyst
Working Title: Associate Accounting Analyst
Division Branch Name: Division of Administrative Services/OFAO/AMS
Incumbent: Vacant
Position Number: 797-634-4588-001
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

Under the direction of the Accounting Administrator I (AA I), within the Office of Finance & Administrative Operations (OFAO) (FMB), Accounting Management Section (AMS), the Associate Accounting Analyst independently performs a variety of complex general ledger accounting functions for the California Department of Aging (CDA). The incumbent serves as a lead member of accounting and assists AMS management with the direction and prioritization of critical general ledger items. The tasks require a high level of analytical and communication skills, and independence of action in carrying out the responsibilities. These duties are broadly defined as follows:

ESSENTIAL JOB FUNCTIONS:

45% Financial Information System for California (Fi\$Cal) and General Ledger Reconciliations

Performs monthly reconciliation of CDA accounting reports with State Controller's Office (SCO) reconciliation reports. Reviews current SCO reconciliation report (Tab Run) and verify that they reconcile monthly. Research and resolve differences in a timely manner as agreed upon by the

Associate Accounting Analyst (AAA) and AA I. Validates SCO cash balance daily to ensure sufficient funding for monthly expenses and payroll. Communicates outstanding reconciliation items to staff monthly via accounting reconciliation log and email. Follows up with staff and management through the resolution of all reconciling items. Escalates outstanding reconciliation items to Fi\$Cal Analysts, CDA management, and other staff as necessary for resolution. Reviews SCO Tab Run, Final Budget report, Trial Balance report, and Commitment Control mismatch report or invalid entries, invalid accounts, and abnormal balances; make appropriate corrections. Reviews Fi\$Cal reports monthly for errors, invalid entries, invalid accounts, and abnormal balances and take corrective action as required. Reviews Fi\$Cal budget reports to verify authority expenditure postings do not exceed appropriation allocations. Researches and ensures resolution of discrepancies between Fi\$Cal reports and source documents. Provides status updates and imminent delays to AA I during weekly one on one meetings and intermittently during the week as necessary. Provides solutions to budget report issues for consideration by preparing worksheet of variance/issues from reports/reconciling item using resources like Department of Finance (DOF), internal procedures, and Fi\$Cal job aids.

25% Plan of Financial Adjustment (PFA) and Year-End Responsibilities

Prepares monthly PFA letters and transaction requests to ensure timely processing of expenditure transfers between CDA's clearing account and ultimate funding sources. Submit to the AA I for review before posting. Completes monthly reconciliation of the PFA to ensure adequate cash flow and to prevent overdrawn funds. Independently prepares year-end financial statements. Collaborates with other staff as deemed necessary by the AA I. Submits all reports to AA I for review before submitting them to DOF.

25% Technical and Analytical Accounting Support Functions

Serves as the back-up for the California Commission on Aging's (CCoA's) general ledger function. Provides analytical advice and support to the unit regarding the solution to final payment problems, quality improvement projects, Fi\$Cal, and miscellaneous accounting tasks. Provides technical and accounting knowledge to OFAO staff regarding Fi\$Cal transitions and integrations to support the ongoing development and implementation of Fi\$Cal within CDA. Conducts and/or assists the AA I and other staff in analytical studies and improvement projects requiring knowledge of accounting and Fi\$Cal principles and practices. Diagnoses and modifies accounting system functions and processes to meet accounting and executive management needs using resources from DOF, State Controller's Office, Fi\$Cal job aids, and using internal procedures. Monitors and evaluate accounting systems and procedures to determine accuracy of data collection and reporting. Reviews existing systems to modify or implement new or revised systems in accordance with legislative mandates. Performs backup duties for Accounting Management Section vacant positions or absent staff to provide coverage to ensure the timely resolution of all reconciling items. Prepares and edit written and verbal accounting and year-end close correspondence with CDA staff, CCoA staff, and stakeholders. Participates in meetings and decision-making sessions with Business

Management Section and control agency staff. Leads and collaborates in special projects. Participates in DOF, SCO, CDA, and Fi\$Cal training.

MARGINAL JOB FUNCTIONS:

5% Perform other job-related duties, as assigned.

TRAVEL: Not required

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunities to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your

supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)

- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specification and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: KG/TB Date Approved: 10/28/2025

Revision Date (if applicable): _____