

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

		<b>RPA #</b> XX-XXX	<b>C&amp;P Analyst Approval</b>	<b>Date</b> TBD
<b>Employee Name</b> Vacant		<b>Division</b> Administrative Services		
<b>Position No / Agency-Unit-Class-Serial</b> 461-250-5304-002		<b>Unit</b> Accounting – Fiscal Systems		
<b>Class Title</b> Assoc Admin Analyst – Acctg Systems		<b>Location</b> Sacramento		
<b>Subject to Conflict of Interest</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>CBID</b>  R01	<b>Work Week Group:</b>  2	<b>Pay Differential</b>  N/A
<b>Other</b>  N/A				
<b>Briefly (1 or 2 sentences) describe the position’s organizational setting and major functions</b> Under the general direction of the Accounting Administrator I-Supervisor, the Associate Administrative Analyst-Accounting Systems (AAA) is responsible for independently performing the complex professional accounting duties related to the support of the accounting systems used by the Department of State Hospitals. Other duties include but not limited to participating in month-end/ yearend closing activities and generating financial reports. The incumbent exercises moderate control in the administration of established policies and procedures, and has on-going contact with management, departmental staff, control agencies, and other government offices.				
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.)</b>			
50%	Maintain the accounting systems, including Financial Information System for California (FI\$Cal), to meet departmental needs. Study, develop and address system issues. Assist with the closing of the monthly and year-end accounting cycles. Monitor the progress and deadlines of system processes such as labor, cost allocation, and depreciation, and identify, evaluate and take necessary action to correct any problems. Take part in the yearend activities, like disencumbrance drills, preliminary reporting, and accrual process. Advise agency officials on accounting and fiscal problems. Interview and consult with departments and outside agencies’ officials on accounting and fiscal problems. Gather data requested by departmental management for analysis, research, and internal and external reporting purposes. Maintain and perform Health Care Provider Network batch distribution and upload processes.			
25%	Generate and validate monthly and yearly financial reports in a timely manner. Design data collection report to track project costing of a certain activity. Produce complex ad hoc reports as needed to assist in problem solving and program funding problems. Prepare and update manuals of accounting procedures and guides, and assist in the installation of new processes and systems. Create, modify, and maintain databases to facilitate the processing or retrieval of accounting information. Maintain Accounting SharePoint website used as a platform for sharing information and collaboration among departmental staff, both Sacramento office and the state hospitals. Create and maintains Monarch models used for extracting information from accounting reports in order to place the information in a more easily understandable and			

	usable format for the end-user. Provide staff assistance with FI\$CAL, SharePoint, and Monarch.
20%	Review processes to ascertain if new ones are needed and ensure process/procedural changes have been completely implemented. Formulate new or revised accounting systems to meet accounting needs. Draft policy and/or procedure memos for accounting system changes. Archive Sacramento and Hospitals accounting reports. Prepare statistical reports. Facilitate the creation of new Supplier ID in FI\$Cal. Provide technical assistance to accounting staff regarding accounting-related matters.
5%	Other AAA duties as required, such as back-up to other desks including SCO run, and assistant to Supervisor as needed to research accounting transaction problems, gather documents per auditor's requirement, document process flow or update desk procedure(s), do system testing, conduct training to new hires or other departmental personnel, and complete miscellaneous projects.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>This position reports to the Allenby Building in Sacramento. A hybrid telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____ Employee's Signature</p> <p>_____ Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____ Supervisor's Signature</p> <p>_____ Date</p>