

PROPOSED
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Administrative Services Accounting _ GL/Federal Unit	
Position Number 441-161-4588-004	Location Sacramento	Telework Option Hybrid
Classification Associate Accounting Analyst	Working Title Associate Accounting Analyst	

General Description Under general direction of the Accounting Administrator I (Supervisor) I, the Associate Accounting Analyst (AAA) is required a high degree of independence and will perform the more complex and difficult professional accounting tasks requiring strong analytical skills and understanding of the General Accepted Accounting Principles (GAAP) as well as the State Administrative Manual. This position will act in a lead person capacity and will provide direction, training development, analysis and maintenance of financial records.	
Supervision Received	The AAA reports directly to the Accounting Administrator I (Supervisor) of the GL/Federal Unit.
Supervision Exercised	None
Physical Demands	This position requires the incumbent possess and maintain sufficient strenght, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting, use of telephone and video data terminals, frequent face-to-face contact with leadership, management, and staff. Written, verbal, and electronic communications. Mobility to various areas of the department. Extra work hours may be necessary beyond scheduled work hours. Core business hours are 8:00 a.m. to 5:00 p.m.
Job Duties E = Essential, M = Marginal 40% E Independently applies Governmental Accounting and departmental policies to ensure appropriate general ledger accounts, funds, and fiscal years are utilized to provide accurate and consistent expenditure records. Establishes, maintains, and reconciles records in the Financial Information System for California (FI\$Cal) and State Controller's Office (SCO) for accuracy. Identifies and researches all reconciling items and takes necessary action to clear reconciling items through posting accounting transactions or preparing required journal entries to adjust the SCO records. Maintains and reconciles records for Federal Trust fund. Verifies	

contract coding is accurate to ensure payment from the appropriate fund and appropriation. Maintains knowledge of the state's current accounting system, Financial Information System for California (FI\$Cal), state and federal laws, rules, regulations, policies, and procedures.

35%	E	Reviews FI\$Cal monthly expenditure reports prior to fiscal month close for abnormal balances and posting errors and makes necessary corrections. Completes monthly Plan of Financial Adjustment (PFA) reconciliation and prepares the PFA transfer request for the SCO. Reviews and prepares for fiscal month-end and year-end close activities; to ensure all payable (reimbursement/revenue/abatement) transactions are timely, complete, accurate, and in conformance with State Administrative Manual. Evaluates and maintains the Report of Subsidiaries on File to ensure the advanced collections are accurately posted. Prepare Transaction Requests to State Controller's Office to have funds moved when needed.
10%	E	Develops and maintains the unit's policies and procedures. Recommends changes in the processing and procedure for improved efficiency and maintains internal controls. Implements new processes and other duties appropriate for the position/classification. Provides training and technical assistance to internal and external customers at various levels. Completes special projects assigned by management to support the Financial Services Section
10%	E	Prepares the year-end financial statements for HCAI governmental funds and Generally Accepted Accounting Principles (GAAP) spreadsheets for Health Professions Education Foundation. Participates as needed to complete research projects related to Accounting Operations activities. Assist with other year-end functions as necessary.
5%	M	Assist other team members with processing workloads whenever appropriate.

Other Expectations

- Excellent attendance, punctuality, dependability, and work habits.
- Accuracy with arithmetic, statistical records, and data entry.
- Experience using Excel, Word, Outlook and FI\$Cal.
- Knowledge of accounting principles and procedures, State accounting rules and regulations.
- Ability to communicate effectively orally and in writing.
- Excellent organizational, interpersonal and analytical skills.
- Shows initiative in making work improvements, identifying and correcting errors, and initiating work activities.
- Successfully completes quality work assignments and meets deadlines, as required.
- Ability to be flexible and adaptable to frequent workload changes based on organizational priorities and work under pressure for time-sensitive, high priority projects.

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date