

PROPOSED

Department of Health Care Access and Information Duty Statement

Employee Name <Vacant>	Organization Administrative Services Financial Services Office AR/Cashiering Unit	
Position Number 441-660-4588-001	Location Sacramento	Telework Option Hybrid
Classification Associate Accounting Analyst	Working Title Associate Accounting Analyst	

General Description

Under general supervision of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst (AAA) requires a high degree of independence and performs the more complex and difficult professional accounting tasks requiring strong analytical skills and understanding of the General Accepted Accounting Principles (GAAP) and the State Administrative Manual. The role includes reconciling and contributing to daily accounts receivable and cash management activities for all HCAI programs.

This position demands consistent delivery of high-quality work, meeting to deadlines, as required; and the ability to be flexible and adaptable to frequent workload changes based on organizational priorities and work under pressure for time-sensitive, high priority projects. Acting as lead capacity, the AAA will provide direction, training, development, analysis and maintenance of financial records related to the accounts receivable process for the Account Receivable and Cashiering Unit within the Accounting Services Branch of the Administrative Services.

Supervision Received	Under general direction, reports directly to the Accounting Administrator I (Supervisor).
Supervision Exercised	None.
Physical Demands	Must possess and maintain sufficient strength, 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 and use of desktop computer and telephone. 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 GAAP and departmental policies to ensure appropriate general ledger accounts, funds, and fiscal years are utilized to provide accurate and consistent cash revenue records and receipts as it relates to the the Office of Health Care Affordability(OHCA) programs and other offices. Analyze and reconcile revenue activity with the program/fund to the monthly General Ledger Report. Review overpayment refund requests for appropriateness and accuracy. Analyze the monthly refund reconciliation report to resolve all accounts with abnormal balances. Reconcile, and process various deposits from OHCA, manage cash flow and provide estimates of revenue,
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		reimbursements, and expenditures. Performs monthly bank reconciliations for HCAI's bank statements. Maintain knowledge of the state's current accounting system, Financial Information System for California (FI\$Cal), state and federal laws, rules, regulations, policies, and procedures. Work with control agencies: State Controller's Office (SCO), State Treasures Office (STO), Department of Finance (DOF), and accounting staff.
30%	E	Independently perform daily financial transactions which include classifying, computing, verifying, and recording accounts receivable data. Ensure revenues are collected in accordance with the accounting and collection procedures prescribed in the State Administrative Manual (SAM), the Accounts Receivable Management Act, and all legal and regulatory requirements. Review and prepare for fiscal month-end and year-end close activities; ensure all receivable (reimbursement/revenue/abatement) transactions are timely, complete, accurate, and in conformance with SAM. Approve journal entries for Adjustments in FI\$Cal; Coordinate with other involved parties to process Advance Collection Distribution to State Controller's Office and move funds from advance collections account to the earned revenue/reimbursement account. Prepare and process Remittance Advice (RA) to STO for wire transfer/ACH payments received from OHCA and other programs.
20%	E	Serve as a Subject Matter Expert, providing consultative support in the planning, implementation, and maintenance of system and application transitions, upgrades, and enhancements. Design, develop, and manage reporting requirements for internal management and external state agency submissions. Analyze and review complex accounts receivable and collection processes, including bankruptcies, offsets, and requests for relief from accountability. Develop and maintain unit policies and procedures to ensure consistency, efficiency, and compliance with internal controls. Identify and recommend process improvements to enhance operational effectiveness and streamline workflows. Review and monitor the phased Reviews under a MOU agreement to ensure payment schedules are followed. Respond to Public Records Act inquiries or any other internal inquiries.
5%	E	Provide training and technical assistance to internal and external customers at various levels. Complete special projects assigned by management to support the Accounting Services Branch.
5%	M	Lead, assist, and provide training to other team members with processing workloads whenever appropriate.

Other Expectations

- Excellent attendance, punctuality, dependability, and work habits.
- Experience using Excel, Word, and Outlook.

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- 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.
- Knowledge of accounting principles and procedures, State accounting rules and regulations.
- 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.
- 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