

**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS**  
**DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b>	<b>DIVISION NAME</b>
Associate Accounting Analyst	Business Operation and Solutions Division,
<b>WORKING TITLE</b>	<b>OFFICE/SECTION/UNIT</b>
N/A	FI\$Cal Service Center, Payment and Assets Section, Accounts Payable Unit
<b>EMPLOYEE NAME</b>	<b>POSITION NUMBER</b>
VACANT	333-450-4588-009

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

**GENERAL STATEMENT**

Under the general direction of the Accounting Administrator II (AA II), the Associate Accounting Analyst (AAA) works as part of the multidisciplinary production system support team of the Department of FISCAL. The incumbent will also provide the necessary information and support to the departments required to transact in the FI\$Cal system, and coordinate with the State Controller's Office (SCO) to facilitate the closing of accounting modules for Month-End Close / Year-End Close (MEC/YEC) activities. The AAA plays an important role in the overall success of the FI\$Cal system by providing customer support, researching and resolving system incidents, and performing as the subject matter expert (SME) in the Accounts Payable (AP) accounting area and modules of the system, and support change request processing. The AAA participates in teams and workgroups in related department areas, including ad hoc process teams.

The AAA will provide Level 2 (L2) functional support and working knowledge of data processing concepts, practices and methods to departmental end-users regarding FI\$Cal system incidents and service requests in the FSC. This includes timely incident communication and resolution of reported incident tickets by FI\$Cal system users.

**SUPERVISION RECEIVED**

Reports directly to the AA II.

**SUPERVISION EXERCISED** None.

**ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
35 %	<p><b>Research, Analyze, and Resolve Incidents</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with the SCO to facilitate the close process for MEC/YEC requests received from department users.</li> <li>• Participate on the FSC AP, AM, LM, AR, PC, Grants, Customer contracts and GL teams which includes activities necessary to achieve successful implementation of the FI\$Cal system change requests; such as collaboration, development, and review of detailed system requirements, gap analysis, data conversion, interface establishment, reporting, design, configuration, installation, testing, training, deployment, process re-engineering, change management, communication, analysis and development of Structured Query Language fixes, and other activities.</li> <li>• Provide assistance to departments in AP, AM, LM, AR, PC, Grants, Customer contracts and GL team staff related to support work in resolution of department cases. In conjunction with the Department of Finance (DOF), Department of General Services (DGS), State Treasurer's Office (STO), and SCO, make recommendations to ensure that the system requirements provide for sound fiscal control.</li> </ul>
25 %	<p><b>Customer and End User Support</b></p> <ul style="list-style-type: none"> <li>• Provide consultation on the current accounting structure, the State's budgetary/legal basis of accounting, and numerous statewide accounting functions such as budgetary controls, payroll, inter-fund transfers, payments, and investments to determine the impact of the new system on accounting-related processes at the statewide and departmental level.</li> <li>• Provide assistance related to accounting, AM, LM, GL and PC practices to departments in documenting current as-is and to-be business processes.</li> <li>• Provide guidance and training to department users through User Support Labs (USL).</li> <li>• Conduct Virtual Instructor Led Trainings on various topics/modules to departments relating to accounting, AM, LM, GL and PC, and review ILT materials.</li> </ul>

<b>20 %</b>	<b>Subject Matter Expert</b> <ul style="list-style-type: none"> <li>• Review business-related change requests and make appropriate recommendations for changes to the FSC management team.</li> <li>• Collaborate with multidisciplinary stakeholders to ensure the design, development, and implementation of system changes addresses statewide and departmental needs for applicable business functions and applies best business practices.</li> <li>• Analyze existing policies, standards, and procedures to assess the opportunities for improvement. Keep abreast of current best business practices based on research as it applies to departmental and statewide financial management processes and systems.</li> </ul>
<b>15 %</b>	<b>Documentation and Reporting</b> <ul style="list-style-type: none"> <li>• Prepare and present status reports and updates for FSC management.</li> <li>• Present analyses, issue papers, and memoranda to support decision-making.</li> <li>• Present incident ticket/change requests and ticket aging status reports and updates for FSC management.</li> <li>• Maintain regular communication and inform FSC management of all issues related to the functional business areas.</li> </ul>
<b>% OF TIME</b>	<b>MARGINAL FUNCTIONS</b>
<b>5%</b>	<ul style="list-style-type: none"> <li>• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.</li> </ul>

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; principles of electronic data processing; principles of policy formulation; statistical methods; principles of finance; business law; principles of business management, and the uniform accounting system and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities.

Ability to: Apply accounting principles and practices; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, comprehensive, and concise reports; apply principles of finance and develop financial policy; apply statistical methods; analyze a variety of accounting data; identify trends, make projections, and draw conclusions; make sound decisions and recommendations with regard to accounting problems; work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs; establish and maintain cooperative relations with those contacted in the work; interpret and apply laws, rules, standards and procedures; and communicate effectively.

## **SPECIAL REQUIREMENTS**

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

## **WORKING CONDITIONS**

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCAL's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

## **SIGNATURES**

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

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Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Hiring Manager Signature

Date

**H/R Analyst: JM**

**Date Revised: 12/19/2025**