

☐ Current
☒ Proposed

Civil Service Classification: Associate Administrative Analyst-Accounting Systems
Working Title: AAA-Accounting Systems
Division Branch Name: Division of Administrative Services/OFAO/AMS
Incumbent: Vacant
Position Number: 797-634-5304-001
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 general direction of the Accounting Administrator I (Supervisor), the Associate Administrative Analyst – Accounting Systems (AAA-AS) independently performs the more difficult accounting duties which require an understanding of accounting systems and processes which includes coordinating the implementation of accounting for new programs/functions; reviewing proposals to change accounting procedures; preparing cash analysis reports for management and coordinating the completion of year-end reports; developing accounting and operational procedures or policies; and participating in analytical studies and improvement projects related to the state's accounting practices.

The incumbent ensures the safeguarding of assets and ensures compliance with the Financial Information System for California (FI\$Cal) and accounting policies applicable to the job. All work is completed by utilizing the California Department of Human Resources (CalHR) laws and rules, the General Accounting Accepted Principles (GAAP), State Controller's Office (SCO) rules and regulations, State Administration Manual (SAM), State Government Code and Statutes, and internal operations manuals utilizing FI\$Cal, Microsoft Office, meetings, one-on-ones, telephones, and emails.

ESSENTIAL JOB FUNCTIONS:

45%

Independently conduct advanced analytical studies of the department's FI\$Cal accounting structure—including the Chart of Accounts, SpeedCharts, Employee Master File Database, and cost tables—to ensure the system accurately supports complex financial operations across multiple programs and funding sources. Evaluate workflow, system functionality, and the application of FI\$Cal modules to identify opportunities for process improvement, internal control strengthening, and error reduction. Review and analyze complex expenditure corrections, labor distribution adjustments, and budget coding requests, applying professional accounting judgment to assess necessity, feasibility, and compliance with statewide fiscal policies. Provide management with well-supported recommendations to guide approval decisions and ensure alignment with statutory requirements, departmental budget structures, and statewide accounting standards.

Support executive and accounting leadership in planning and executing year-end closing and new-year start-up activities by developing schedules, monitoring financial activity, and ensuring accurate coding to prevent delays or compliance issues. Prepare and submit Change Modification Requests (CMRs) to FI\$Cal to update system configurations, resolve systemic issues, and implement new accounting structures, collaborating with FI\$Cal partners to test and validate changes. Execute advanced FI\$Cal transactions such as asset depreciation and expenditure corrections, evaluate system outputs for accuracy, and recommend corrective actions as needed. Develop and update accounting procedure manuals, guide staff in adopting new processes, and provide consultation to departmental officials on fiscal issues, legislative impacts, and system requirements, including offering technical direction to lower-level analysts when appropriate.

25% Labor Distribution and Maintenance

Performs the Department's monthly labor processing and cost allocation cycles, ensuring the accurate distribution of labor costs across programs and funding sources and supporting timely monthly reconciliation. Maintain and update employee default settings in FI\$Cal to ensure proper labor distribution and prepare and transmit labor reports to executive leadership for their records and decision-making needs. Collaborate with the Budget Office to update and maintain statistical data used for allocation methodologies and expenditure corrections, ensuring alignment with departmental budget structures and statewide accounting requirements.

Provide analytical and consultative support to Accounting management by running and interpreting FI\$Cal Commitment Control (KK) queries to identify discrepancies, research anomalies, and support corrective actions. Apply advanced analytical judgment to evaluate labor and allocation data, identify systemic issues, and recommend improvements to enhance accuracy, efficiency, and internal controls. Support the refinement of labor and cost allocation processes by assessing workflow effectiveness, documenting procedures, and advising management on opportunities to strengthen fiscal operations and compliance.

15% **Fiscal System Help**

Conduct complex analyses to troubleshoot user and system issues encountered by units within the Financial Management Branch and Business Management Section, serving as a subject matter expert on FI\$Cal functionality and accounting configuration. Collaborate with the State Controller's Office Reporting Section and the Business Management Section on Governmental Accounting Standards Board (GASB) reporting, ensuring data integrity, proper coding, and compliance with statewide reporting requirements. Update and maintain FI\$Cal crosswalks (including service location, project, activity, and agency use fields) so accounting staff can accurately post transactions with correct coding across multiple programs and funding sources.

Initiate and manage FI\$Cal tickets and work closely with the FI\$Cal Service Center (FSC) to research, diagnose, and resolve complex system issues affecting financial processing and reporting. Analyze the root causes of recurring problems, recommend system or procedural changes, and assist in testing and validating system fixes or enhancements. Document resolutions and provide guidance to staff on revised processes, contributing to improved system reliability, stronger internal controls, and more efficient departmental financial operations.

10% **Generate Reports**

Extract, analyze, and research financial data from FI\$Cal to provide Accounting management and professional staff with accurate data files and complex management reports that support decision-making and operational oversight. Perform daily reviews of the State Controller's Office (SCO) General Ledger 108 (GL108) query to ensure SCO journals are properly reclassified using correct internal coding. Run FI\$Cal Commitment Control (KK) queries and outstanding month-end close queries on a daily basis to verify accuracy, identify discrepancies, and ensure the Department can proceed through the allocation and reconciliation processes without delay.

Download, review, and distribute daily and monthly SCO and FI\$Cal reports to Accounting staff and management to support monthly reconciliation activities. Monitor the posting status of SCO journals in FI\$Cal to ensure alignment with SCO records and statewide accounting requirements. Apply advanced analytical judgment to identify issues, recommend corrective actions, and strengthen the reliability and integrity of financial data used across the Department's fiscal operations.

MARGINAL JOB FUNCTIONS:

5% Performs 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 opportunity 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.

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2024)



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___ Date Approved: _01/02/2026__

Revision Date (if applicable): _____