



Classification: Associate Accounting Analyst
 Position Number: 880-600-4588-XXX

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-600-099	Classification Title: Associate Accounting Analyst	Position Number: 880-600-4588-XXX
Incumbent Name: Vacant	Working Title: Associate Accounting Analyst	Effective Date: February 2026
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Administrative Services		Section/Unit: Accounting/Fund Section/General Ledger
Supervisor's Name: Mark Kalashian		Supervisor's Classification: Accounting Administrator I, Supervisor

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: February 2026

General Statement
Under the general direction of an Accounting Administrator I (Supervisor) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Associate Accounting Analyst establishes and maintains accounting records for complex general ledger funds and performs the bank reconciliation. Reviews cash reconciliations, government legislation, State Administrative Manual (SAM) guidelines, Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements, and Generally Accepted Auditing Standards to ensure accurate and compliant financial records. Performs the reconciliation and billing of executed agreements processed through the agency's reimbursement authority and voluntary donation agreements within the Cleanup and Abatement Program. Performs detailed analysis and modifications of general ledger accounting processes to post encumbrances, expenditures, and revenues for loans and grants in complex funds, ensuring compliance with state and federal financial reporting requirements.



Essential Functions (Including percentage of time):	
30%	Reconcile complex funds to ensure compliance with reporting standards, review and assess for accuracy and completeness. Document reconciling items and verify that all items were correctly posted to the correct accounts at State Controller's Office (SCO), Financial Information System for California (FI\$Cal), and other fiscal systems. Research and correct inaccuracies, discrepancies, or errors timely. Prepare adjusting entries in the appropriate system if required. Prepare year-end financial statements for review by management, Fund Recipient Agencies, Department of Finance (DOF), California State Auditors, and SCO in compliance SAM, set principles and guidelines. Assist with coordinating procedures for year-end closing process. Prepare, analyze, and verify scheduled financial reports, statements, accounts, records, and various reports requested by management. Independently prepares and analyzes monthly management status reports including the most complex funds.
25%	Prepares the FI\$Cal Bank Reconciliation and unremitted worksheet monthly to ensure cash transactions are compliant to reporting standards and to review and assess accuracy and completeness. Prepares, reviews, and validates deposit and disbursement transactions for completeness. Research cash activity information creating variances between Compliance and Technology Section (CTS) and FI\$Cal General Ledger of Bank Reconciliation. Research various types of deposit transactions for timing and to determine transactions affecting the Adjusted Balance on the Unremitted worksheet. Reconciles the agency's reimbursement contracts by monitoring and analyzing expenditures, invoices, payments, and accruals to ensure accurate billing, timely payment receipt, and compliance with contractual and regulatory requirements. Ensures reimbursement billing invoices are prepared accurately and submitted in accordance with contract terms, funding guidelines, and deadlines. Coordinates with program staff and contract managers to validate charges, forecast expenditures, and provide accounting support for executed agreements.
20%	Analyzes departmental funds established at SCO and in FI\$Cal based on Budget Act and Special Legislation. Responsible for highly technical areas with requiring knowledge of professional accounting practices and principles. Maintain necessary desk procedures, policies for the disbursement of the various program funds and make proposals to streamline processes. Interpret and analyze SCO issued journal entries of cash receipts, loans, statewide cost allocation plan, appropriation cross-posts, bond cash transfers, budget revisions and executive orders. Analyze FI\$Cal reports and queries for reconciliation to State Controller's accounts and cash inflows to forecast appropriation authority and availability of cash. Prepare ad-hoc FI\$CAL revenue and expenditure reports.
15%	Provides cooperative back up and technical assistance for SRF Unit and Bond Unit processing; posts journal entries, reconciles appropriations, and assists with preparing Management Reports. As a back-up, works with Tanks/Contracts, Revenue/Payroll, and Loans/Grants. Assists with processing the most complex contract payments, loans/grants payments, posting accounts receivable, office support functions, and travel processing.



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Marginal Functions (Including percentage of time):

5%	Audits and processes various cash receipts documents for multiple programs from Regional Boards, Water Districts, and State Board programs, including Reports of Collection, Deposit Slips, invoice remittances, fees, cost recoveries, loans, abatements, etc. Routinely follows up with program staff when necessary to help ensure that all information needed to identify the appropriate revenue, program, and fund source can be identified.
5%	Other analyses and projects related to the Accounting Branch functions as required. Other duties as required. Overtime during peak periods, such as yearend, may be required.

Typical Physical Conditions/Demands:

The job requires extensive use of a work-issued laptop and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 40 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during peak periods such as year-end closing or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy this position is currently eligible for telework.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date