



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

EFFECTIVE DATE

BRANCH Financial Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 236 - 4194 - 005
DIVISION/UNIT Financial Planning, Accounting & Reporting/Financial Reporting & Investment Accounting/Investment Accounting	CLASS TITLE Financial Accountant IV
INCUMBENT NAME VACANT	WORKING TITLE Senior Investment Accounting Manager

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general direction of the Assistant Director, Financial Reporting & Investment Accounting (CEA B), the Financial Accountant IV (FA IV) plans, organizes and directs the work of technical and professional staff performing the most critically sensitive and complex financial and investment accounting activities. The FA IV oversees staff in the accounting and financial reporting of investment transactions and activities for CalSTRS’ highly complex and diversified multi-billion-dollar investment portfolio (approximately \$417.5 billion investment assets as of June 30, 2025), including complex research, internal control and compliance with accounting standards mandated by the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and the Government Finance Officers’ Association (GFOA).

The Investment Accounting Manager manages investment accounting contracts and interacts with highly skilled professionals and managers within CalSTRS’ Investments Branch and other branches, external portfolio manager firms, master custodians and trustees.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
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35%	<p>ESSENTIAL FUNCTIONS</p> <p>Plan, organize, direct, and monitor the accounting and financial reporting of investment transactions and activities for CalSTRS’ investment portfolio. Manage technical and professional staff performing highly complex, sensitive and comprehensive financial analyses, reconciliations and reviews as they pertain to CalSTRS investment portfolio, which includes fair value measurements, analysis and reconciliations of daily investment transactions reported by CalSTRS Master Custodian, accounting for derivative instruments, evaluation of accounting treatment for various asset classes and strategies, aged receivables and payables of investments, realized/unrealized gains or losses, funded and unfunded commitments, pricing reports and Statement on Standards for Attestation Engagements No.16 reports. Direct staff and review financial reporting for investments, including investment note disclosures. Act as a liaison to the Investments Branch, other CalSTRS’ divisions, external portfolio managers (over 100 external investment portfolios), the Master Custodian, external auditors, CPA firms, and State control agencies regarding the application of accounting and financial reporting guidance to investments. Conduct regular one-on-ones with staff and provide coaching, training, and constructive feedback, when necessary. Complete thorough and timely Annual Performance Reviews (APRs) and probationary reports for staff; submit to Human Resources and seek guidance on performance management, when necessary.</p>
30%	<p>Plan, organize, and direct the work of staff in the review, research and analysis of new investment accounting and financial reporting requirements promulgated by the GASB, GFOA, FASB and other external entities for the purpose of preparing technical accounting issue and position papers, document the assessment of accounting and financial reporting impacts on CalSTRS’ investment portfolio related transactions. Direct the investigation and evaluation of unique and highly complex investment transactions to determine their appropriate and most efficient and effective accounting and financial reporting. Design and propose recommendations to Division leadership and the Chief Financial Officer (CFO) on implementation approaches for newly identified requirements or transactions. Serve as a technical expert to Financial Services Branch (FSB) management on generally accepted accounting principles, internal controls, and fiscal matters as it pertains to investments. Manage staff in the analysis of new financial reporting and accounting pronouncements to respond and/or coordinate a response to GASB on behalf of CalSTRS when new exposure drafts have an impact on the organization's investment portfolio.</p>
20%	<p>Monitor and oversee the assessment of risk of error and misstatements in the accounting and financial reporting process of CalSTRS investment portfolio and update of the annual Investment Accounting risk assessment, which details various investment accounting risks and mitigating controls, present to Division</p>

10%	<p>leadership and CFO for approval. In coordination with the Investment Branch, prepare responses to both external and internal audit findings regarding investment accounting. Coordinate and lead the investment accounting policy management process, including the initial development and revisions of investment accounting policy in response to business changes, changes in accounting and financial reporting standards or new legislation. Present recommendations and revisions, both orally and in writing, to Branch management and Investment Branch leaders. Lead the CalSTRS Valuation Committee discussions, ensuring collaboration and coordination with the CEA B, the Division Director, Investment Branch staff and leaders, and the CFO.</p> <p>Oversee the preparation of internal management reports on investment accounting activities, including the quarterly investment accounting report; present detailed findings and KPIs to FSB Leadership. Manage and oversee various investment accounting contracts for ongoing external vendors including but not limited to services associated with return calculations, pricing services and rating agency feeds. Ensure timely procurement of services, follow-up with vendors, when necessary.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Participate in projects that have a high level of complexity and significant impact on division-wide operations. Work with cross-functional teams to formulate appropriate accounting approaches and methods to achieve solutions and to meet management's objectives, while maintaining compliance with accounting standards. Assist in the preparation of board item agendas such as financial statement review presentations and educational items.</p>

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the [Competency Guide](#) on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

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 NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

815-236-4194-005

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
- 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

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED