



## Duty Statement

<b>DIVISION</b>	<b>CLASSIFICATION/WORKING TITLE</b>	<b>POSITION NUMBER</b>
Administration	Associate Accounting Analyst	326-305-XXX-XXX
<b>UNIT/PROGRAM/SECTION</b>	<b>EFFECTIVE DATE</b>	<b>CBID</b>
Fiscal Services		R01
<b>INCUMBENT</b>	<b>REPORTING LOCATION</b>	<b>IMMEDIATE SUPERVISOR</b>
	Sacramento	Vantho Nguyen
<b>POSITION DESCRIPTION</b>		
<p>Under the general supervision of the Accounting Administrator I, Supervisor, the Associate Accounting Analyst performs the more complex technical and professional accounting duties while maintaining accordance with the Governor's Budget, Department of Finance rules and regulations, California Prompt Payment Act, State Administrative Manual (SAM), and Government Codes utilizing the Financial Information System for California (FI\$Cal).</p> <p>The incumbent is expected to consistently exercise a high degree of initiative, responsibility, and independence in performing a heavy workload and meet short deadlines with a high degree of accuracy and attention to detail.</p>		
<p><b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
40%	<p>Acts as the lead person in the Accounts Payable Section. Process difficult invoices, including performing a preliminary audit on purchase orders and contract payments to ensure the payments do not exceed contract amounts. Analyzes, researches, and takes appropriate action to identify and rectify reconciling items relating to payment and encumbrance information. Work with the Business Services Office to resolve the discrepancies. Prepares correspondence to vendors and program staff relating to disputed matters and payment status inquiries to ensure payments are accurate and made timely to meet the Prompt Payment Act requirements. Process ORF checks per request. Keep track of Travel Advances and Salary Advances. Contact the employee to collect the travel advances balance as necessary. Processes replenishment for ORF vouchers. Reconciles US Bank transactions for Airline tickets, Enterprise Car Rental, and hotel against travel expense claims. Process monthly Office of Revolving Fund and Bank Statement reconciliations. Research and resolve discrepancies, working with FI\$Cal as needed. Stop warrant payments and reissue warrant payments. Process Year-End accrual.</p>	
25%	<p>Performs General Ledger duties for direct transfers. Enters GL journal entries into FI\$Cal. Processes zero-dollar deposits for AR corrections and reclassifications. Process Accounts Receivable Payments, including creating deposit slips, deposit checks/warrants and apply payments to clear outstanding A/R items and salary advances. Set up a payroll AR (PAR) from a half sheet. Monitor employee payroll AR items that interface from SCO to offset open AR and make the adjustment or correction if needed. Reconcile payroll Account Receivables with the Human Resources Office. Assist in reclassifying AR open items with reverting appropriations.</p>	
15%	<p>Assist with preparing all annual reporting documents for control agencies, including the SCO and Department of Finance. Preparation of the Year-End financial statements in accordance with the State Administrative Manual and Control Agency requirements. Prepares and submits annual Late Payment report to DGS. Prepares and submits 1099 Withholding reports, annual GASB 87 reports, and GASB 96 reports to SCO. This includes reading and interpreting the State Administrative Manual and other sources of documentation to respond to the requested information.</p>	



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<b>10%</b>	Acts as a liaison to respond to internal department staff as well as control agencies such as the Department of Finance, SCO, State Treasurer's Office, and Bureau of State Audits. Provides technical assistance in resolving accounting and reporting issues. Recommends solutions for breaches in policies and procedures. Creates and maintains complex documents and templates. Attends meetings and trainings related to FI\$Cal system changes and enhancements.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Monitor the Zendesk inbox and respond to general accounting questions. Serves as the backup for the distribution of settlement checks and master payroll warrants. Write desk procedures.
<b>5%</b>	Other duties as assigned.

<b>TYPICAL WORKING CONDITIONS</b>	
<p>The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job.</p> <ul style="list-style-type: none"> <li>• Requires daily use of a personal computer, calculator, and related software applications at a workstation</li> <li>• Requires ability to work under stress effectively</li> <li>• Requires effectiveness in completing assignments with deadlines and changing priorities</li> <li>• Requires the ability to lift files, office supplies, books, and manuals (up to 20 lbs.)</li> <li>• Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties</li> <li>• Requires prolonged sitting and/or standing at a workstation for 6.5 to 7 hours per day.</li> <li>• Requires dependability and excellent attendance records. During year-end, vacations may not be authorized, and overtime may be required</li> <li>• Requires occasional local travel to make bank deposits or attend training or conferences</li> </ul> <p>The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.</p>	
<b>DESIRABLE SKILLS AND QUALITIES:</b>	
<ul style="list-style-type: none"> <li>• Four-year degree in Accounting or Finance</li> <li>• Experience working in FI\$Cal</li> <li>• Experience performing accounting duties either for a State Agency or the private sector</li> <li>• Proficient computer skills in Excel, Word</li> <li>• Excellent in oral and written communication</li> <li>• Ability to manage workload, partnerships, and professional relationships</li> <li>• Sound analytical and research skills and ability to manage difficult technical duties</li> <li>• Ability to plan, organize, and multi-task work</li> <li>• Ability to take initiative and work independently, and to work effectively with others as part of a team</li> </ul>	
<b>TELEWORK DESIGNATION:</b>	



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As operationally allowed, a hybrid work schedule is available.

### ADDITIONAL POSITION INFORMATION:

**Supervision Received:**

The Associate Accounting Analyst receives direct supervision from the Accounting Administrator I and may receive direction from the Chief Fiscal Officer.

**Supervision Exercised:**

None.

**Administrative Responsibility**

The Associate Accounting Analyst must have the knowledge and ability to apply accounting principles and procedures, governmental accounting and budgeting, the uniform accounting system, and financial organization and procedures of the State of California and related laws, rules, and regulations. Analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to professional accounting problems; establish and maintain cooperative relations with others; and communicate effectively both orally and in writing.

**Personal Contacts**

The Associate Accounting Analyst will have occasional contact with outside vendors and contractors, departmental management and staff, control agency representatives, and other state agency personnel.

**Actions and Consequences**

Failure to use good judgment in handling sensitive and confidential information may result in sensitive information being released to unauthorized persons and/or incorrect information used to make financial management decisions.

**The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.**

**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 (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

**EMPLOYEE STATEMENT:**

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.



State of California  
Business, Consumer Services and Housing Agency  
California Civil Rights Department  
Human Resources

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EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE