

# DUTY STATEMENT



CURRENT  
 PROPOSED

<b>CIVIL SERVICE CLASSIFICATION</b> Associate Accounting Analyst		<b>WORKING TITLE</b> Accounts Payable Analyst		
<b>PROGRAM NAME</b> Office of Fiscal Services			<b>UNIT NAME</b> Accounts Payable/Encumbrance Unit	
<b>ASSIGNED SPECIFIC LOCATION</b> Sacramento			<b>POSITION NUMBER</b> 400 – 106-4588-027	
<b>BARGAINING UNIT</b> R01	<b>WORK WEEK GROUP</b> 2	<b>BILINGUAL POSITION</b> No	<b>CONFLICT OF INTEREST FILER</b> Yes	<b>BACKGROUND CHECK</b> No

**General Statement**

Under the general direction of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst (AAA) works independently as a staff specialist assisting with the completion of highly complex fiscal activities having multi-functional and multi-geographical impact in the Department of Industrial Relations (DIR) in the Accounts Payable-Encumbrance Unit relating to the audit, payment, and reconciliation of encumbrances and invoices in accordance with Government Codes, State Administrative Manual (SAM), Department procedures, and the Prompt Payment Act. Serving as a lead in the unit, the incumbent reviews and analyzes financial reports and liaisons with other units in the Accounting office to identify and resolve encumbrances and payment procedure problems.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

<b>Percentage of Time Spent</b>	<b>Duties Essential Job Functions</b>
35%	Researches, analyzes, and responds to the more complex inquiries regarding vendor payment information and other related accounting data as necessary. Resolves the more complex issues and problems in processing invoices and maintaining appropriate accounting records. Reconciles expenditure subsidiary ledgers to the trial balance, identifying errors and discrepancies, and taking appropriate action to rectify reconciling items in a timely and accurate manner. Reconciles general ledger accounts, such as Claims Filed, Vouchers submitted and Cash, to the Financial Information System for California (FI\$Cal) reports. Identifies, researches, analyzes, and takes appropriate action to rectify reconciling items in a timely and prompt manner. Analyzes the monthly purchase order report for appropriate general ledger account coding. Analyzes the Administrative Expense Budget contracts and purchase orders to ensure documents are complete and the current fund balance can pay the estimated expenditures. Conducts a complete vendor file review prior to submitting any change requests to the vendor profile. Develops, writes, recommends, formulates, implements, and updates policies, procedures, and controls associated with all accounts payables processes.
30%	Researches stale-dated checks to determine validity and ensure rightful payment to payees, using financial records, bank statements, and reconciliation procedures on a weekly basis. Identifies and documents deficiencies and areas of control weakness between accounting units to strengthen internal controls and improve financial accuracy, using audit findings, reconciliation reports, and established

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	accounting procedures. Analyzes and documents the stale-dated check reconciliation process and creates and updates related procedures to identify process gaps and ensure accurate financial reporting, using accounting software FI\$Cal, reconciliation reports, and departmental documentation standards as directed by Accounting management and internal control policies.
15%	Serves as a liaison with other units in the Office of Fiscal Services (OFS) and various program divisions to answer general process questions or specific payment inquiries. Communicates regularly with internal customers, vendors, and control agencies during these processes. Generates, analyzes, and verifies executive level accounting status reports using PowerBI software and Open FI\$Cal data to help decision making processes surrounding budget-to-actual operating expenditures. Coordinates with other units in OFS to ensure appropriate general ledger accounts are reflected in FI\$Cal.
15%	Serves as a team lead and subject matter expert in the Accounts Payable-Encumbrance Unit to provide guidance and assistance to other staff members. Develops accounting and technical requirements for new automated processes and subsystems which interact and interface with Accounts Payable and Encumbrances in the FI\$Cal system. Answers questions and addresses the more complex payment or reconciliation issues that arise. Acts as one of the primary accountants for verifying and journalizing expenditure adjustment requests from divisions and the Budget Office. Trains new Accounts Payable staff on processes, procedures, and the FI\$Cal system.
<b>Percentage of Time Spent</b>	<b>Marginal Job Functions</b>
5%	Regularly checks the Department of Finance and the Department of FI\$Cal website for updated job aids and new release materials that may impact the design or functionalities of the existing accounting system or subsystems. Identify opportunities and make recommendations to streamline and improve accounting processes. Provide technical expertise in documenting critical processes, developing, testing, and implementing process improvements. Other related accounting duties as assigned.

### Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to Departmental policies and procedures. Ensures Accounting procedures are updated timely.

### Supervision Received

The incumbent reports directly to, and receives the majority of assignments from, the Accounting Administrator I. The incumbent may receive assignments from the Accounting Administrator II, III and the Chief Financial Officer.

### Supervision Exercised

N/A



**Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts**

**Work Environment**

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. DIR offers a hybrid telework option for this position to work up to three days from home. The duties of this position are performed indoors. The employee's workstation is equipped with standard or ergonomic office equipment, as appropriate. Telework is available as approved by the Department; travel between offices is required for trainings and meetings as needed.

**Special Requirements/Other Information**

The incumbent requires excellent computer (Word and Excel), writing, and analytical skills; the ability to work independently and to communicate (verbally and in writing) clearly, concisely, and accurately; the ability to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and the ability to manage multiple projects with multiple time frames.

**Physical Abilities**

Daily access to, and use of, a personal computer and telephone is essential.

**Additional Requirements/Expectations**

Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), governmental accounting, financial accounting, cost accounting, and financial reporting.

**Personal Contacts**

Maintain ongoing contacts with all levels of management within the Department, executive managers, program managers, the Budget Office, field offices, control agencies, audit firms, grantee organizations, banks, bonding companies, financial consultants, attorneys, vendors, cities, counties, and the Federal Government.

**Employee Acknowledgment**

*I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.*

Employee Name

Employee Signature

Employee Sign Date

**Supervisor Acknowledgment**

*I certify this duty statement represents a current and 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.*

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Supervisor Name

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Supervisor Signature

\_\_\_\_\_  
Supervisor Sign Date

## HUMAN RESOURCES OFFICE APPROVAL

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S.S.

C&S Analyst Initials

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3.26.26

Approval Date