State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME: Vacant	
CLASSIFICATION: Associate Accounting Analyst	POSITION NUMBER: 800-623-4588-009
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)* Finance & Accounting Div/Accounting & Fiscal Systems Branch	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)* ARB/Cnty Claims & Cash/Cnty Claims System Support
SUPERVISOR'S NAME: Raquel Pasamonte	SUPERVISOR'S CLASS: Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☑ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

☐ None ☐ Supervisor ☑ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

2 Sr. Accounting officer, Spec., 3 Accounting Officer, Spec., 1 Accountant Trainee, 1 Student Assistant

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Accounting and Reporting Bureau (ARB) is to ensure the financial records and automated accounting systems of the California Department of Social Services (CDSS) maintain fiscal integrity in accordance with sound accounting principles, including Generally Accepted Accounting Principles, State Uniform Accounting System and State and Federal regulations. Record and reconcile all transactions posted to the Department's financial book of record, Financial Information System for California (FI$Cal). Maintain the integrity of the FI$Cal, the County Expense Claim (CEC) system, and other ad hoc systems to provide accurate and timely financial reporting to federal and state compliance agencies, as well as internal and external end users. Provide cash management oversight and projections in accordance with the Budget Act to meet the needs of CDSS.

CONCEPT OF POSITION:

Under the general supervision of an Accounting Administrator I, Supervisor (AA I-Sup), the Associate Accounting Analyst (AAA) is responsible for performing complex and difficult tasks and assignments related to the federally approved California County Welfare Departments (CWDs) CDSS Cost Allocation Plan (CAP) for direct and indirect costs. Research and analyzes state and federal regulations to develop appropriate cost processes. The AAA acts as a Subject Matter Expert in the development, implementation, and maintenance of the County Expense Claim Reporting Information System (CECRIS) and the Financial Information System for California (FI$Cal) to fulfill daily operational needs.

A. RESPONSIBILITIES OF POSITION:

30% Independently evaluates and maintains claiming entity annual records within the County Expense Claims Reporting Information System (CECRIS) to ensure complete timely, and accurate reporting to counties and internal staff. Prepares quarterly County Expense Claims (CEC), procedures, and consolidates CEC reports for the County Claims unit, applying analytical judgement to support audit and compliance function. Responds to technical inquires related to county administrative and claiming process by interpreting County Fiscal Letter requirements and providing guidance to users. Analyze and maintain accounting variance analysis report and documents for the establishing and modification of accounting and fiscal program codes within the Customer Relation Management System (CRM) to ensure alignment with the state and federal claiming requirements. Reviews County Fiscal letter, All County Letters, and all county information to identify and evaluate fiscal impacts on CEC and County Cost Allocation Plan (CCAP)

30% Serve as a Team Lead and Subject Matter Expert in performing technical expertise in reviewing quarterly Tribal administrative claims outside CECRIS. Independently conduct analytical tasks, assignments, and studies involving CWD for counties' administrative and services claims, and other accounting database applications. Collaborate with CDSS and county staff to resolve issues relating to the processing and payment of claims. Reviews and analyzes federally approved County CAP for Direct and Indirect Costs. Maintain and evaluates the variance report workbook and review quarterly CEC variance reports prior to submission to Federal Reporting Section.

20% Train new staff on CEC process and evaluate complete work to ensure compliance with Applicable federal and state laws, rules, regulations, and policies relating to CDSS programs. Reviews Assess Program Request Form (PRF) and related documents to assess and recommend changes to changes to the CECRIS and accommodate claiming methodologies establish changes.
Prepares analytical documentation for audit compliance reviews. Participates in on-site and virtual fiscal monitoring reviews, in-house federal reviews, and provides analytical review for audit such as Office of Inspection General audit and other federal audits.

10% Provides fiscal analysis, guidance, and consultation in response to inquiries from federal, state, and county entities. Prepares written and verbal responses to the Department of Health Care Services and the Office of System Integration. Interacts with staff from federal departments, state agencies, counties, and all levels of CDSS staff interpret fiscal requirements and resolve issues.

5% Perform analytical task related to the State and Federal Fiscal Year Close-out activities. Collaborates with the County Claims and System Support Unit and Fiscal Policy and Allocations team to reconcile and validate expenditures.

5% Other related duties as required to support the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AAA receives general supervision from an AA I-Sup. The AAA is responsible for the timely completion of assignments in an acceptable format and communicating workload status to the AA I-Sup on an ongoing basis. The AAA works closely with the Accounting Administrator I, Specialist (AA I-Spec) that serves as the CEC and GRIS administrator.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AAA has contact with county, federal, and state staff on a regular basis. This contact includes fiscal related issues, cost allocation methodology related issues, program related issues, etc.

E. ACTIONS AND CONSEQUENCES:

The county CAP is essential to the claiming of Federal Financial Participation (FFP). In addition, the county CAP represents the business requirement of the CEC automated systems. The CECRIS is complex reporting accounting systems that is vital to the reporting of accurate figures to the federal government to meet reporting requirements. Failure to maintain the CAP and CEC system to ensure all appropriate adjustments are made to the automated systems would compromise CDSS' fiscal integrity. The submission of a timely and accurate CAP and federal reporting is essential to guaranteeing full funding through the FFP. The AAA must be knowledgeable of regulations for the ad

F. OTHER INFORMATION:

The AAA may on occasion serve as acting manager of the County Claims Unit in the absence of the AA I-Sup.