



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

EFFECTIVE DATE

BRANCH Financial Services Branch	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 280 - 4191 - XXX
DIVISION/UNIT Accounting/Disbursements/Administrative Accounts Payable	CLASS TITLE Financial Accountant I
INCUMBENT NAME Vacant	WORKING TITLE Admin Accounts Payable-Supervisor

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 general supervision of the FAI Accounts Payable Manager, the Financial Accountant I (FAI) manages and provides guidance to a team of accounting staff performing fiscal and accounting activities and tasks within the Administrative Accounts Payable Unit. The FAI performs complex accounting duties associated with the analysis of administrative accounting activities, while ensuring compliance with Federal and State rules and regulations. The incumbent must have an in-depth knowledge and understanding of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board Pronouncements, the Uniform Accounting System, State Administrative Manual, and related Federal and State tax requirements and law, rules and regulations. The FAI develops subject matter expertise in Investments payments as well as an array of high-level initiatives.

% 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.
-----------------------------	--

35%	<p>ESSENTIAL FUNCTIONS</p> <p>Manage, plan and direct staff on Investment and accounting administrative day-to-day operations and activities. Monitor staff workflow and delegate various activities and projects assigned by the Accounting Administrative Accounting Manager. Recruit, hire, coach, and train staff; provide guidance and schedule regular one-on-ones. Perform complex analysis of automated general ledger entries, various accounts and expense codes, appropriation balances, vendor account balances, etc. within the accounting system. Perform final level reviews of analysis prepared by staff and ensure all accounting events are captured and properly recorded throughout the year. Post journal entries in BD (Business Direct). Post invoices in SAP Ariba ensuring that the data is transferred to the backend system SAP BD seamlessly; resolve any interface issues between systems. Act as a SME for any system enhancements for the Ariba system. Collaborate with Investments branch to identify, address and resolve technical and procedural issues related to invoice payments. Act as the SME (subject matter expert) for all Investment related system enhancements in the ECFM system. Train staff on the SAP Ariba system Analysis and process all Investments relocation expenses. Process wire payments through Business Direct and ECFM system. Mitigate any system errors pertaining to wire payments in collaboration with the Business Direct system team and Technology Service Team to resolve any fund ID or flow ID issues. Process all fraud cases working with ISO (Information Security Office) in collaboration work with controlling agency (SCO) to resolve. Facilitate data collection for performance reporting. Review and sign claim schedules. Oversee the general ledger posting process for all administrative accounting activities, programs and funds. Resolve the more complex administrative accounting issues and errors through coordination with AP manager, and senior management, other CalSTRS business areas, control agencies (SCO, DOF, BSA, etc.), and internal and external auditors. Work with the Budget Office to ensure accurate budget postings and provide timely reports to assist in the quarterly reporting of expenditure projections to the Board. Prepare monthly trend analyses and analytics at a detailed level (BSC); identify potential problems, risks and fraud as it relates to administrative disbursement process; provide recommendations to AP Manager; implement and communicate approved recommendations. Manage the ABAM reimbursement process for recovering travel expenses from Investments General Partners.</p>
35%	<p>Research, develop and maintain policies and procedures as it pertains to administrative accounting functions; collaborate with supervisor. Prepare issue and policy memos with a recommended course of action on significant accounting obstacles, including changes to the current accounting system, procedural changes, etc.; make formal presentations to management regarding research and findings. Develop guidelines and plans for implementing improvements and new processes associated with the most complex fiscal and system changes across the department and vendor relationships.</p> <p>Design implementation approaches for new reporting and accounting standards, Federal and State legislation and the Internal Revenue Code and State Tax codes impacting administrative accounting</p>

15%	<p>functions. Lead cross-departmental training to ensure consistent interpretation of new policies or procedures established for administrative accounting functions; ensure staff and leaders adhere to new policies and procedures.</p> <p>Act as the subject matter expert for Budgetary/Legal Basis Accounting, researching and revising procedures to ensure compliance with all State Controller’s and Department of General Services requirements. Prepare and review all Generally Accepted Accounting Principles (GAAP) adjustments made to the Budgetary/Legal basis account balances; ensure balances are in compliance with financial accounting and reporting standards prescribed by Governmental Accounting Standards Board (GASB). Perform reconciliations and analysis of budgetary accounting information to ensure information provided to the Department of Finance is accurate and in agreement with our Budgetary/Legal Basis Reports.</p>
10%	<p>Develop, implement and maintain a detailed Business Plan to improve unit efficiencies, increase morale and satisfaction, and reduce costs of rework; this includes, but not limited to, (1) Assessing Administrative Accounts Payable Customer Service Quotient, (2) Gaining an understanding of customer requirements, (3) Creating a customer centered vision and service policies, (4) Implementing the plan effectively, and (5) Researching the latest customer service training opportunities that meet the plan’s objectives for continual development of the staff. Present Business Plan to supervisor; provide recommendations and next steps for successful implementation.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Participate on projects that have significant impacts on Division operations. Work with cross-functional teams to formulate appropriate accounting approaches and methods to achieve solutions and meet management objectives, while maintaining compliance with accounting standards. Assist in documentation of all policies and procedures related to Disbursements.</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
- 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:

815-280-4191-XXX

- 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

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