

YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS

DUTY STATEMENT

CLASSIFICATION TITLE Accounting Administrator I (Specialist)	DIVISION NAME Business Operation and Solutions Division
WORKING TITLE Functional Analyst	OFFICE/SECTION/UNIT Enhancements Service Center, Functional Analysis and Reporting Section
VACANT	POSITION NUMBER 333-450-4552-009

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Accounting Administrator III, the Accounting Administrator I (AA I) (Specialist) serves as an enhancement specialist working in the FI\$Cal system as part of the Functional Analysis and Reporting Section (FARS). The AA I Specialist will provide FI\$Cal system support and act as a subject matter expert (SME) to departments for FI\$Cal enhancements to the FI\$Cal system. This position requires knowledge and experience in the State of California's accounting cycle with knowledge of principles, practices and trends of governmental accounting. The incumbent will assist in developing and testing system enhancements needed to improve PeopleSoft functionality within the FI\$Cal application. The incumbent will also work on system break fixes needed to restore PeopleSoft functionality within the FI\$Cal application.

SUPERVISION RECEIVED

Reports directly to the Accounting Administrator III.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40%	Enhancements and Operations • Provide detailed technical information and guidance in the design and development of new Accounting business processes and reports. • Review and analyze proposed Enhancement requests from FI\$Cal requestors. • Work with FI\$Cal requestor to complete the required form(s) to present and gain approval to augment FI\$Cal functionality. • Participate and provide oversight for the successful implementation of the new enhancements to the FI\$Cal system. The implementation activities include collaboration, development, and review of detailed system requirements, gap analysis, design, configuration, installation, testing, training, deployment, process reengineering, communication, and other activities. • Analyze, design, develop, test and deploy Department COA requests. • Conduct analysis, design, configuration, testing/validations and deployment activities for on-boarding new or changing departments. • Review and analyze key business-related project requests and provide recommendations to management. • In conjunction with Partner Staff; Department of Finance (DOF), Department of General Services (DGS), State Treasurer's Office (STO), and the State Controller's Office (SCO), make recommendations to ensure that the system requirements provide for sound fiscal control over the receipts and disbursements of public funds. • Identify and provide critical input on project risks and issues related to statewide accounting policies and procedures and develop resolution alternatives and contingency plans to mitigate those risks/issues.
35 %	Documentation and Reporting • Document and communicate Enhancement/Break Fix test results with respective FI\$Cal functional teams to ensure proper resolution. • Create communications notifying FI\$Cal users of new FI\$Cal processes and reports. • Create/update support documents, including job aids, of new/changed FI\$Cal processes and reports.

	- Analyze and formulate new and existing policies, standards, and procedures to assess the opportunities for process reengineering and make recommendations for reengineering. - Participate in analysis of the state's accounting principles and practices in an effort to look for opportunities for improvements.
20%	Client Support - Work with customers/clients in an effort to research, resolve and answer Accounting questions/issues/requests with regards to the system operation and business process of the FI\$Cal system. - Provide detailed technical information and expertise on the principles and practices of statewide accounting policy and procedures. - Participate in department facing meetings, user support sessions, and department validation testing. This includes opportunities for facilitation, presentation, and assistance with post-production accounting issues. - Provide guidance and assistance related to accounting practices to department users in documenting current as-is and to-be business processes in preparation for the new system enhancements. Independently consult with stakeholders to ensure the design, development, and enhancement of the system addresses statewide Accounting and departmental needs for applicable business functions and applies best business practices.
% OF TIME	MARGINAL FUNCTIONS
5%	Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/section, which may include special assignments.

KNOWLEDGE AND ABILITIES

Knowledge of: 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; principles of business management, including office methods and procedures; principles of public finance; and business law.

Ability to: Apply accounting principles and procedures; 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 the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management,

peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a handcart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst: AR

Date Revised: 06/07/2024