

DUTY STATEMENT

TECH 052 (REV. 02/2018)

RPA NUMBER (HR USE ONLY)

25-198 PROPOSED**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).****INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 3/6/26	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Associate Accounting Analyst		E. POSITION WORKING TITLE Associate Accounting Analyst
F. CURRENT POSITION NUMBER 695-303-1401-019		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-243-4588-XXX
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services/Financial Management/General Ledger & Accounts Receivable/Rancho Cordova PG3		I. SUPERVISOR NAME AND CLASSIFICATION Accounting Administrator I (Supervisor)
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY - FRIDAY / 8:00 AM - 5:00 PM / DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO DRIVING AN AUTOMOBILE ☐ YES ☒ NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) ☐ Business Technology Management ☐ IT Project Management ☐ Client Services ☐ Information Security Engineering ☐ Software Engineering ☐ System Engineering
	Organizational Setting and Major Functions Under the general direction of Accounting Administrator I, the Associate Accounting Analyst will perform in a complex, multi-funded department. Independently working with Financial Information System for California (Fi\$Cal) in identifying and resolving problems, conducting complex research and analysis, gathering data and making suggestions on reporting financial data. Responsible for internal accounting problem resolutions, testing, training, documentation, implementation, evaluation, and processing of General Ledger (GL) information including Assets, Revenue and Receivables through Fi\$Cal. Serves as General Ledger and Accounts Receivable person for Internal and/or External Auditors, and other State Agencies. Conducts queries in Fi\$Cal to obtain current financial data for management. Knowledge of Fixed Asset Accounts which includes depreciation, survey, new fixed asset purchase. Coordinates monthly and year-end closing and financial reports. Also, may be assigned various special projects.
% of time performing duties 20%	Essential Functions - Analyze and maintain complex accounts receivables records in Fi\$Cal. - Work closely with the Billing Unit to resolve discrepancies between the customers regarding their monthly billing, payment and current account balance. Analyze data in order to make recommendations to resolve customer problems. - Update appropriation funding sources. - Handle Department of Military's invoices, collections, and fund transfer processes.
20%	- Keep track and record revenues from various telecommunications. - Forecast reimbursement and revenue accruals. - Prepare special billings as requested by the Billing Unit. - Provide additional information for the Department monthly Direct Transfer. - Perform Accounts Receivable reconciliations to State Controller Office (SCO) records.
20%	- Forecast Department cash flow and prepare analysis for management. - Initiate changes necessary to facilitate accurate reporting, find and correct errors in the system, and resolve problems in inputting or accessing information.

20%

- Analyze General Ledger and Accounts Receivable data, propose solutions and recommendations on financial and other transactions.
 - Accumulate, summarize, prepare, and maintain management and accounts receivable reports.
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- Analyze current practices, coordinate and implement changes to accounting processes and procedures to streamline activities in conjunction with the financial systems.
 - Prepare Budget/Legal and GAAP year-end financial reports.
 - Respond to auditor's request for matters related to Accounts Receivable and General Ledgers.

15%

- Conduct complex research and analysis using Fi\$Cal and supporting documentation relating to billing and accounts receivable.
- Act as liaison between accounting, other units, and management.
- Prepare Accounts Receivable Workbook.
- Prepare Payroll Analysis for Department of Finance
- Process Fixed Asset purchases, run depreciation, and reconcile Capital Assets

5%

Marginal Functions

Actively participate and represent the unit in meetings relating to accounting issues. Assist in processing accounting unit workload when necessary. Participating on special projects/assignments relating to complex Fi\$Cal issues.

Work Environment Requirements

Position requires full-time hours. Associate Accounting Analyst is available for alternate work schedule. No vacation is allowed during the months of July, August and September.

Allocation Factors

Supervision Received:

The Associate Accounting Analyst works independently with general direction from the Accounting Administrator I.

Actions and Consequences:

Responsible for the accurate input and recording of financial data. Preparing reports from the various financial systems that accurately reflect the data stored in the PeopleSoft Financial System (Fi\$Cal). This position is performed under the guidelines defined by SAM, SCO, and Department of Technology Policies and Procedures. Consistent errors, incomplete work, or poor decisions may result in inaccurate data for the Department and customers and delay the posting of data to the General Ledger.

Personal Contacts:

Work within a team environment in which cross-training is essential. Provide information to a wide range of internal/external contacts that include all levels of staff at Department of Technology, client departments, auditors and control agencies.

Administrative and Supervisory Responsibilities:

None

Supervision Exercised:

None

Other Information

Desirable Qualifications:

- Knowledge of the uniform accounting system and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State

Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities

- Knowledge of accounting principles and procedures
- Knowledge of governmental accounting and budgeting
- Knowledge of principles of electronic data processing; principles of policy formulation
- Knowledge of statistical methods
- Knowledge of principles of finance; business law; principles of business management
- Ability to apply accounting principles and practices
- Ability to analyze data and draw sound conclusions
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to prepare clear, comprehensive, and concise reports
- Ability to apply statistical methods
- Ability to analyze a variety of accounting data and identify trends, make projections, and draw conclusions
- Ability to make sound decisions and recommendations with regard to accounting problems
- Ability to work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs
- Ability to establish and maintain cooperative relations with those contacted in the work; interpret and apply laws, rules, standards and procedures; and communicate effectively

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE