

☐ Current ☒ Proposed

Classification Title Associate Accounting Analyst	Division/Unit Administrative Services Division/Accounting
Working Title Associate Accounting Analyst	HQ Designation CalHR Sacramento
Position Number 363-100-4588-001	Date Prepared 07/01/2026
Name Vacant	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Accounting Administrator II, the Associate Accounting Analyst is responsible for the department's monthly reconciliations, financial statements, and the year-end close and the year-end open processes. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
35%	OV	Fund Reconciliations Perform reconciliation of CalHR and State Personnel Board (SPB) accounting reports with State Controller's Office (SCO) reconciliation reports. Reconcile CalHR and SPB appropriate accounts and General Ledger (GL) accounts with SCO. Research and resolve reconciliation variances. Review reports for invalid entries, invalid accounts and abnormal balances; make appropriate corrections. Review Financial Information System for California (FI\$Cal) reports for errors, invalid entries, invalid accounts, and abnormal balances and take corrective action as required. Analyze and prepare fund balance reconciliation for CalHR and SPB, monitor cash balance to ensure adequate cash is available to

		meet the department's needs, and give feedback to management. Audit and review various FI\$Cal reports, general ledger date, including budget information, allotments, encumbrances, expenditures, Plan of Financial Adjustments (PFAs) and revenue, excel spreadsheets, SCO tab run, and all associated source documents, review discrepancies and adopt preparation of the year-end close and year-end open. Communicate with the Fiscal Office, program staff, FI\$Cal, SCO, and DOF to resolve specific accounting errors. After receiving clarification, update data and initiate corrected entries, and reconcile financial information. Review records and encumbrance queries to ensure expenditures are posted according to the State Administrative Manual (SAM), the appropriate allotments, vendor accounts, and appropriations. Review journal entries and advise the appropriate Fiscal Office staff on the posting needed in FI\$Cal to record expenditures in accordance with SAM and FI\$Cal procedures. Prepare monthly reconciliation of the department's funds which includes activity for CalHR and SPB and disseminate reconciling items to the other professional accounting staff for correction and/or posting into FI\$Cal. Work with internal staff to collect and record year-end accruals for use in preparing year-end financial reports as required by the DOF and SCO.
35%	OV	Technical and Analytical Functions Analyze and reconcile reimbursements. Assist the Accounting Administrator I by forecasting needs to ensure the programs stay within the budgeted appropriation on expenditures and future needs. Review and classify financial transactions accurately and timely ensuring that all pertinent laws, regulations, and generally accepted accounting principles (GAAP) are followed. Apply accounting principles and practices, analyze data and draw sound conclusions, review discrepancies accurately and adopt an effective course of action regarding accounting data. In conformance with GAAP, perform analysis, develop, and prepare complex fiscal accounting data reports utilizing, but not limited to, FI\$Cal and Excel software and provide input in discussions with accounting, budget, program management, staff, and others, as needed.
20%	OV	Bank Reconciliations Perform monthly reconciliation of bank statements, Office Revolving Fund (ORF) and cash accounts. Prepare monthly PFA letters and transaction request to ensure timely processing of expenditure transfer between the various funding sources. Review FI\$Cal budget reports to verify authority expenditure postings do not exceed appropriation allocations. Research and ensure resolution

		of discrepancies between FI\$Cal reports and source documents. Prepare year-end financial statements.
Percentage	(O) / (V)	Marginal Job Duties
10%	OV	Policy/Procedures/Training Provide assistance with transactions, as needed, to ensure departmental staff maintains adequate separation of duties and functions to protect State assets. Provide consultation to the Fiscal

Supervision Received

The Associate Accounting Analyst reports directly to and receives the majority of assignments from the Accounting Administrator II; however, direction and assignments may also come from the Accounting Administrator I-Specialist and the Fiscal Officer (Staff Services Manager III).

Supervision Exercised

None, but may serve as a lead for Accountant Trainees.

Special Requirements/Desirable Qualifications

Knowledge of FI\$Cal and Microsoft Office applications, especially Excel; accounting principles and procedures and governmental accounting and budgeting; principles of electronic data processing; statistical methods; principles of finance; business law; and principles of business management.

Ability to apply accounting principles and practices; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, comprehensive, and concise reports; apply principles of finance and develop financial policy; apply statistical methods; analyze a variety of accounting data; identify trends, make projections, and draw conclusions; establish and maintain cooperative relationships with those contacted in the work.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA 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 RA Coordinator.)

*An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Name	Date

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

Supervisor Signature	Supervisor Name	Date