

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Financial Services Branch		POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 280 - 4588 - 005
DIVISION/UNIT Accounting/Receivables, Billings & Contributions/Contributions/Data & Analysis		CLASS TITLE Associate Accounting Analyst
INCUMBENT NAME VACANT		WORKING TITLE Associate Accounting Analyst
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 the direction of the Financial Accountant I (Supervisor), the Associate Accounting Analyst (AAA) performs complex analysis on contributions and processes penalties and interest disputes under the Data & Analysis unit. The AAA will perform business process analyses and improve accounting internal controls and operational efficiencies; and is responsible for assisting in monitoring and assessing the post-implementation impacts of our Benefit Connect software solution to the current and/or interim accounting processes and procedures.		
% 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%	ESSENTIAL FUNCTIONS Lead and assist supervisor in the performance of detailed revenue analysis that includes trend and variance analysis to validate the accuracy of monthly revenue and the related accruals. Research, analyze and validate the Schedule of Proportionate Share (SPS) as part of conducting internal controls over the revenue; provide recommendations to improve internal controls and reduce errors and/or discrepancies identified in the SPS, when necessary. Perform complex general ledger account activities related to revenue; research anomalies and apply appropriate accounting treatments; reconcile the general ledger, accordingly and provide detailed projections to supervisor.	
25%	Considered a subject matter expert (SME) on the California Code of Regulations, pertaining to Penalties and Interest (P&I). Review the P&I dispute workload; research, interpret and analyze complex P&I regulations and provide findings, detailed analyses and recommendations on approving or denying disputes to Supervisor. Understand penalty calculations and maintain a working knowledge of the BusinessDirect (BD) system to support P&I configurations; identify or troubleshoot if the calculations are incorrect. Perform manual calculations of the identified penalty for the purposes of having to project P&I calculations; provide updates to supervisor, if necessary. Manage Administrative hearing requests and assist in preparing appropriate documentation for Legal staff and management. Respond to employer inquiries in writing and/or by phone regarding penalty calculation and the outcome of the dispute.	
20%	Review, analyze and monitor the collection of approximately \$10 billion in annual contributions from over 70 counties/employers which includes complex monthly contributions analysis for the Defined Benefit (DB) Cash Balance (CB) and Defined Benefit Supplement program (DBS). Prepare and analyze the state contribution obligations based on creditable compensation data and provide the transfer letter request for management approval, before submitting to State Controllers' Office (SCO). Perform complex analyses on contribution revenues. Act as a liaison and subject matter expert for leadership and external vendors and/or stakeholders on the State contributions revenue process; provide expertise, research, analysis, and findings on the contributions process.	
15%	Review and update Contribution policies and procedures based on the analysis and modifications of accounting systems and Division processes; provide recommendations to supervisor and implement, accordingly. Research legislative requirements, the Teachers' Retirement Law (TRL), IRS rules, federal and state regulations, accounting standards, and information technology operating cycles to ensure policies reflect updates or modifications. Present any findings or considerations to senior management or Executive management for business decisions. Draft unit policies and procedures; provide recommendations to supervisor and implement, accordingly. Represent the Contributions team on Division or agency-wide projects impacted by new or updated policies and/or implementation of legislative changes.	

5%

MARGINAL FUNCTIONS

Represent the Accounting Division on cross-functional projects and/or meetings pertaining to Contributions, when necessary.

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

- Occasional travel to various locations for training and/or meetings
- 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

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:

- 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