

**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Administrative Services Financial Services Office Systems Unit 
Position Number 441-161-5304-002	Telework Option Hybrid
Classification Associate Administrative Analyst – Accounting Systems	Working Title Associate Administrative Analyst – Accounting Systems
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date 8/26/26	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under the general direction of the Accounting Administrator II, the Associate Administrative Analysts - Accounting Systems (AAA-AS) is responsible for performing, independently, the more complex and difficult accounting duties which require strong analytical skills, understanding and good working knowledge of the entire accounting process, establish work priorities, make recommendations regarding accounting practices and principles, and ability to make sound analytical decisions to protect the Departments assets.

The incumbent must have the ability to establish and maintain cooperative working relationships and to communicate effectively with personal contacts throughout the Department and control agencies. In addition, the incumbent provides consultative services and serves as a Subject Matter Expert in the development, implementation, and maintenance of the Financial Information Systems of California (FI\$Cal) and related reports and procedures to fulfill daily operational needs.

**Department of Health Care Access and Information
Duty Statement**

Essential Job Functions

35% Research FI\$Cal reports for costs analysis and creates unit cost data in order to evaluate existing and proposed financial organization policies and procedures to resolve issues. Establish and maintain the organization and labor distribution control tables, FI\$Cal accounting system tables within departmental guidelines upon requests; this includes but is not limited Projects, Activities, Alternate Accounts, Reporting Structures, and Program. Perform Labor Adjustments (including adjust timesheet COVID-19 & correct labor percentage changes) upon requests, review clearing account reclassification (TEA, DGS, SCO99999 interface), CalATERS profile set-up, and process journals.

Analyzing proposing legislation which requires modification of the accounting tables. Analyze the budget act and the State Controller's Office agency reconciliation report to establish coding that appropriately records agency data so that it will reconcile with the State Controller's Office records, ensuring accurate year end reports. Consults and advises program and budget staff on accounting and fiscal problems and makes recommendations, as necessary.

35% Analyzes, develops and implements improvements to accounting and budgetary systems. Serve as accounting systems administrator on any information technology projects for the Office of Administrative Services. Assist in the PFA transfer request for the SCO. Reviews and recommends changes to accounting processes, prepare manuals of accounting procedures, and analyze budget requests for feasibility and conformity of accounting procedures. Coordinates new or/changed processes with control agencies and OSHPD's division. Prepare yearly GAAP Statement.

15% Establishes, maintains, and reconciles FI\$Cal and State Controller's Office (SCO) general ledger and appropriation accounts for activities in the funds administer by OSHPD in conformance with established governmental/non-governmental fund accounting principles. Records all journal processes on the Journal Log for future reference. Serves as primary liaison to the Accounting Unit for research and issue identified in the monthly FI\$Cal reports. Run Month End Closing (MEC) & Year End Closing/Year End Opening (YEC/YEO).

10% Run FI\$Cal Outstanding Queries, run various reports after month closed, and Responsible for evaluating year-end encumbrances, variances, expenditures, revenue and reimbursements to ensure appropriate balances in FI\$Cal systems. Monitor and control year-end adjusting entries. Serves as Year-End Coordinator for the Accounting Unit. Reviews all control agency requirements and establishes the year-end task list. Coordinates Accounting activities to ensure timely submittal of all financial statements. Prepares the yearend legal basis and GAAP basis financial statements for HCAI's nongovernmental funds. Assists with the completion of year-end adjusting or reclassification entries, as necessary.

**Department of Health Care Access and Information
Duty Statement**

Marginal Job Functions

5% Other duties as appropriate for the position/classification. This includes assisting with other team members with processing workloads whenever appropriate.

Physical Demands

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Working Conditions

Requires prolonged sitting and use of desktop computer and telephone. Frequent face-to-face contact with leadership, management, and staff. Written, verbal, and electronic communications. Mobility to various areas of the department. Extra work hours may be necessary beyond scheduled work hours. Core business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date Signed