+z CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☐ PROPOSED

☒ CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Financial Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 236 - 4192 - 0XX
DIVISION/UNIT Financial Planning, Accounting & Reporting/Financial Reporting & Investment Accounting	CLASS TITLE Financial Accountant II (Supervisor)
INCUMBENT NAME Vacant	WORKING TITLE Financial Accounting & Reporting Manager

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 general supervision of the Senior Financial Accounting and Reporting Manager (FA IV), the Financial Accounting & Reporting Supervisor (FA II Supervisor) has supervisory responsibility to plan, organize and direct the work of technical and professional staff performing the most complex, critically sensitive and unique financial accounting and reporting activities. The manager functions as a subject matter expert to the Financial Services Branch (FSB) management on generally accepted accounting principles (GAAP), internal controls and fiscal related matters. The incumbent is considered a technical specialist, performing the most complex and unique financial and legal/budgetary accounting tasks. The FA II assists in the development and implementation of policy decisions and procedural changes that have cross-divisional impacts. The risk of error in performing and completing these tasks is potentially material to the organization and requires a thorough understanding and interpretation of US GAAP and the Teachers' Retirement Law (TRL).

% 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.
	ESSENTIAL FUNCTIONS
35%	Oversee the work of professional accounting staff responsible for preparing and completing complex financial accounting analyses, reconciliations, and reports. Oversee the preparation of period-end financial statements and ensure the timely completion of multiple budgetary appropriation reconciliations and analytical reviews. Guide the implementation of changes required by new legislation, funding structures, program requirements, and pronouncements issued by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA). Monitor general ledger activity and financial reporting (FR) processes throughout the year to ensure accuracy, compliance, and alignment with departmental and statewide fiscal policies. Manage and balance staff workloads, establish priorities, and ensure that assignments and projects are completed within required timelines. Conduct one-on-one meetings and provide constructive feedback, coaching, and training to support staff development and maintain high performance standards. Assist with the monthly financial close process, including the reviewing/posting of journal entries and opening/closing reporting periods.
25%	Lead the execution of monthly, quarterly, and year-end work plans to compile and deliver timely, accurate, and comprehensive financial reports. These include the annual GAAP financial statements, Pension Information Reports, Budgetary/Legal Basis reports, State Controller's Office (SCO) GAAP financial statements, Local Government Reporting System submissions, the Annual Comprehensive Financial Report (ACFR), and the Popular Annual Financial Report (PAFR). Assist in coordinating all financial reporting activities required for the issuance of these reports. Responsibilities include preparing and reviewing financial statement disclosures and schedules; executing specialized financial statement close processes; facilitating and reviewing analytical assessments of financial statements; directing the completion and review of financial statement tie-outs; and coordinating with actuaries responsible for actuarial valuations for the State Teachers' Retirement Plan and Medicare Premium Payment Programs. Lead and direct the annual year-end-close process of the BusinessDirect (SAP) system in collaboration with other FR staff.
15%	Research atypical transactions and respond to proposed regulatory, legislative, pension, and accounting standard changes; interpret the impacts of these changes on CalSTRS accounting policies and pension funds, establish internal controls and provide strategic recommendations to division leadership for implementation. Develop and monitor workplans, lead and guide staff in the development of technical memorandums; document research findings and propose accounting or policy treatment for said transactions.
10%	Supervise staff performing financial accounting, reporting and compliance for CalSTRS 2019 and 2022 bonds, including the preparation of bond related disclosures in the US GAAP and Budgetary/Legal Basis

	financial statements, preparation of comprehensive analyses and periodic reconciliations, and completion of monthly and quarterly bond compliance checklists.
10%	Coordinate financial reporting activities with internal units and collaborate closely with the FA IV and/or CEA B to ensure effective communication and alignment with external entities, including the State Controller's Office, State Treasurer's Office, Department of Finance, independent auditors, CalSTRS' global custodian, CalSTRS' employers, and contracted vendors. With direction from the FA IV and/or CEA B, coordinate responses to internal and external audit inquiries, address issues, and facilitate the resolution of audit findings. Assist with the preparation of Financial Services Branch (FSB) Enterprise Risk Management (ERM) and internal controls documentation. In coordination with various FSB business units, review the updates of FSB's branch risk assessment and internal control documentation. As an expert advisor, coordinate the units' efforts for collaboration with various business unit managers to draft new risk statements, revise existing risk statements and control documentation.
	MARGINAL FUNCTIONS
5%	Draft procedures, document transactions and draft policies related to the general ledger. Coordinate with Investment Accounting, Disbursements, Receivables, and the Treasury & Banking Management unit to maintain current and request new general ledger accounts and funds. Represent the unit in various projects and meetings, as needed, both internally and externally. Represent Financial Reporting in meetings with other CalSTRS divisions and managers for the purpose of providing expertise on the financial reporting and accounting impacts of various transactions or issues discussed. Serve on high-level teams to analyze, identify and recommend priorities for fixes and improvements to the financial reporting and administrative accounting activities.

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 overnight in state/out of state travel
- 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