

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Associate Accounting Analyst		WORKING TITLE Associate Accounting Analyst		
PROGRAM NAME Office of Fiscal Services			UNIT NAME General Ledger	
ASSIGNED SPECIFIC LOCATION 1416 9 th Street 12 th Floor Sacramento, CA 95814			POSITION NUMBER 400 – 106-4588-028	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst (AAA) works independently to perform the more complex and difficult assignments relating to the set up and maintenance of the Financial Information System for California (FI\$Cal) and associated technical accounting responsibilities to help ensure the Department of Industrial Relations (DIR) general ledger and financial reports are in compliance with Generally Accepted Accounting Principles (GAAP), Office of Fiscal Services (OFS) guidelines, Governor's Budget, Department of Finance (DOF) rules and regulations, State Controller's Office (SCO) policies, State Administrative Manual (SAM), and government codes. Within the General Ledger (GL) unit, the AAA will lead the timely and accurate completion of DIR's monthly reconciliations, month-end close, year-end close, and preparation of financial statements.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40%	Acts as a team lead and subject matter expert to ensure timely month-end close and year-end close of the accounting periods in FI\$Cal; helps ensure accurate financial reporting in accordance with SAM and GAAP; such as but not limited to reviewing, analyzing, and approving related accounting activities to ensure costs are allowable and appropriate; interpreting and applying appropriate rules and regulations governing accounting activities; and understanding grant applications and related reporting requirements, including completing the set-up of accounting codes to ensure costs are properly recorded. Responsible for establishing and maintaining DIR's appropriation details in FI\$Cal configuration trees, chart of accounts, and various table configurations for labor distribution and cost allocations within all DIR's subsystems and FI\$Cal. Performs the month-end closing activities such as planning the month end close schedule, closing submodules, interfacing DIR Tempo timesheets to FI\$Cal, running labor distribution (LD) process, cost allocation process, plan of financial adjustment (PFA) process, performing LD and PFA reconciliations, running reports and queries from FI\$Cal, and backing up the financial data.
30%	Leads the GL unit in preparation of Year End Financial Statements, ensuring compliance with the SCO Year-end Procedure Manual and DOF reporting requirements. Prepares standard Year-End adjusting and accrual and re-class

DUTY STATEMENT



	entries in accordance with SAM to provide SCO with the most accurate financial statements at year-end. Resolve any abnormal balances in Year-End Financial Reports for Governmental and Non-Governmental Cost Funds by analyzing the trial balance and other FI\$Cal reports and queries and posting necessary adjusting entries. Prepares the Detailed Fund Balance Report (DF-303) and Past Year Expenditure – Reconciliation (DF-304) for assigned funds for review by the Budget Office to meet the governor's new year budget deadlines.
15%	Certifies the availability of funds in contracts and purchase orders, forecasts, and assists in managing the necessary cash flow for DIR's funds and the State's general fund to support financial operations such as but not limited to paying vendor invoices on time. Makes recommendations to management or coordinates the completion of accounting processes, including but not limited to federal drawdowns and reclassification of federal fiscal year funding, updating the service location list with current project and activity IDs, and updating allocation statistic journals with new grant appropriations or system functions to streamline workload in the unit.
10%	Reviews and responds to audit reports and findings; coordinates and prepares accruals for year-end financial reporting; prepares and disseminates bulletins on new procedures and policies to affected Program and Division staff; and trains staff on new procedures and processes. Provides information to accounting staff regarding the appropriate procedures to process transactions and data entry in FI\$Cal to help ensure compliance with the State Administrative Manual (SAM) and GAAP, including proper transaction coding guidelines, document preparation, chart field data entry, transaction research, error analysis, and corrections.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related accounting duties as assigned. Duties include but are not limited to ensuring the GL unit sections in the Accounting Procedures Manual are updated, checking the Department of Finance and the Department of FI\$Cal website for updated job aids and new release materials that may impact the design or functionalities of the existing accounting system or subsystems. Develops policies and procedures to document the unit's month-end and year-end processes for continuity purposes.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site as determined at the Department's discretion; communicate effectively and professionally (both orally and in writing) in dealing with the public, employees and others; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Supervision Received

The incumbent reports directly to, and receives most assignments from, the Accounting Administrator I. The incumbent also receives assignments from the Accounting Administrator II, Accounting Administrator III, the Budget Office, and the Chief Financial Officer.

Supervision Exercised

DUTY STATEMENT



N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The duties of this position are performed indoors. The employee's workstation is equipped with standard or ergonomic office equipment, as appropriate. Telework is available as approved by the department; travel to the Sacramento or San Francisco Bay area may be required for training and meetings.

Special Requirements/Other Information

The position requires excellent computer skills (with Word and Excel) and writing and analytical skills; the ability to work independently and to communicate (verbally and in writing) clearly, concisely, and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; a willingness and ability to accept responsibility and meet deadlines; and an ability to manage multiple projects with multiple time frames.

Physical Abilities

Daily access to, and use of, a personal computer and telephone is essential.

Additional Requirements/Expectations

Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), governmental accounting, financial accounting, cost accounting, and financial reporting.

Personal Contacts

The incumbent maintains ongoing contacts with all levels of management within the Department; executive managers, program managers, the Budget Section; field offices, control agencies, audit firms; and grantee organizations, banks, bonding companies, financial consultants, attorneys, vendors, cities, counties, and the Federal Government.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

DUTY STATEMENT



I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

S.S.

C&S Analyst Initials

6.15.26

Approval Date