



Classification: Associate Accounting Analyst
Position Number: 880-600-4588-039

DUTY STATEMENT

☒ CURRENT

☐ PROPOSED

RPA Number: 26-600-030	Classification Title: Associate Accounting Analyst	Position Number: 880-600-4588-039
Incumbent Name: VACANT	Working Title: N/A	Effective Date: August 2026
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Division of Administrative Services, Accounting Branch		Section/Unit: Transactions 2 / Tank Payments Unit
Supervisor's Name: Christopher Bachman		Supervisor's Classification: Accounting Administrator I (Supervisor)

Human Resources Use Only:

HR Analyst Approval: *Kathleen Hill*

Date: August 31, 2026

General Statement

Under the general direction of an Accounting Administrator I (Supervisor) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

Position Description

Act as the primary contact for Cleanup Fund payments and encumbrances. Identify issues with disbursement requests and research SCUFIS, STEPS, FI\$Cal, and Transfer Letters to document and recommend solutions. Review and approve vouchers, encumbrances, and provide feedback. Review the quality of work by lower-level accounting staff to maintain effective control, accountability, and timeliness. Assist with coordination of year-end processes for tanks payments. Independently review agreements on the Grant and Loan Request Form (GLRF) and STD215 forms and complete Approval Checklist to ensure costs are allowable and appropriate. Audit, post to the general ledger, and schedule invoices for payments. Work independently with staff and program staff to resolve the more difficult problems including multi-fund issues, time extensions, reverting appropriations, cash transfer letters, and year-end accruals.

Essential Functions (Including percentage of time):

30%	Act as the lead and assist with overseeing and monitoring the activities of the Tanks Payment Unit. Assist with training and evaluating employees, assigning, and prioritizing workload, and reviewing quality of work processed by lower-level accounting staff to maintain effective control, accountability, and timeliness. Identify problem disbursement requests and research Site Cleanup Fund Improved Information System (SCUFIS) and FI\$Cal to recommend solutions. Review statutes, regulations, State Administrative Manual (SAM), contract manual, and State Controller's Office (SCO) claim schedule/voucher procedures to ensure proper disbursements. Consult with Accounting Managers, Program Managers, and Budget section regarding the more difficult problems concerning payment of loans and grants agreements. Review and approve claim schedules/vouchers. Assist with coordination of year-end accrual processes for Tanks Payment Unit.
30%	Independently review agreements on the Grant/Loan Request Form and STD215 Agreement Summary forms and complete Approval Checklist to ensure costs are allowable and appropriate. Audit, post to the general ledger, and schedule invoices for payment. Work independently with staff and program staff to resolve the more difficult problems including multi-fund issues, time extensions, reverting appropriations, cash transfer letters, and year-end accruals. Prepare FI\$Cal input forms to post to the appropriate general ledgers to establish encumbrances, liquidate encumbrances, and create claim schedules/vouchers. Independently prepare corrections and adjusting entries to the proper general ledger accounts and system records as necessary. Approve funding agreements and FI\$Cal documents (purchase order). Review and analyze new programs and existing programs, develop, and implement the best approach for handling new processes, and prepare new procedures.
20%	Review, analyze, reconcile, post to the general ledger, and schedule for disbursement of various claims of Tanks Payment Unit. Assist with monthly, quarterly, and year-end reconciliations. Assist with training staff with all program type payments and encumbrances. Review and approve vouchers, encumbrances, and provide feedback. Reconcile weekly invoice logs and send data reports to the program. Provide cooperative backup for Tanks Payment Unit Supervisor and the Lead Senior Accounting Officer.
10%	Coordinate the implementation of new programs and changes to existing programs for Tanks Payment Unit. Assist with systematic review and implementation of internal control procedures to safeguard assets. Assist with review of operations to create greater process efficiencies and improve quality. Assist with the modification of the administrative manual for state board and regional board contract/grant processes. Assist with development and maintenance of desk procedures, workload standards, and performance measures.



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Marginal Functions (Including percentage of time):

5%	Provide cooperative backup for Travel/Payment Unit (TPS), Contracts Payment Unit (CPU), Loans and Grants Unit (LGU), and Revenue/Payroll Unit (RPU). Assist with processing travel/payments, contract payments, posting accounts receivables into the Financial Management System, and office support functions including answering phones, and preparing/assembling manual claim schedules. Ensure that zero vouchers are recorded in FI\$Cal. Prepare and process Report of Collection and Deposit Slips for State Board receipts utilizing CashPro and FI\$Cal.
5%	Other special analyses and projects related to Accounting Office functions as assigned. Perform other duties as required. Overtime during peak periods, such as yearend, may be required.

Typical Physical Conditions/Demands:

The job requires extensive use of a work-issued laptop/computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 40 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during peak periods such as year-end or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy this position is currently eligible for telework.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date