



Classification: Associate Accounting Analyst
Position Number: 880-600-4588-040

DUTY STATEMENT

☒ CURRENT

☐ PROPOSED

RPA Number: 26-600-040	Classification Title: Associate Accounting Analyst	Position Number: 880-600-4588-040
Incumbent Name: Vacant	Working Title: Associate Accounting Analyst	Effective Date: September 2026
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Division of Administrative Services, Accounting Branch		Section/Unit: Travel, Payments, and Support Unit
Supervisor's Name: Mariya Sjostrand		Supervisor's Classification: Accounting Administrator I (Supervisor)

Human Resources Use Only:

HR Analyst Approval: *Kathleen Hill*

Date: September 3, 2026

General Statement

Under the general direction of 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

Acts as primary FI\$Cal expert and as the primary contact for Lease Agreements, Purchase Orders, Master Service Agreements, Service Orders, training request forms, Expense Advance Requests, and other miscellaneous payments. Independently reviews terms of Lease Agreements, Purchase Orders, Master Services Agreements, Service Orders, training request forms, Expense Advance Requests, and other miscellaneous payments and completes the Approval Checklist to ensure costs are allowable and appropriate. Audits, posts to the general ledger, and schedules invoices for payment. Prepares monthly Credit Card reconciliations and quarterly encumbrance reconciliation. Reviews quality of work processed by lower-level Accounting staff to maintain effective control, accountability, and timeliness. Prepares FI\$Cal input forms to post to the appropriate general ledgers to establish encumbrances, liquidate encumbrances and create claim schedules/vouchers. Works independently with staff and program staff to resolve the more difficult problems including multi-year, reverting appropriations, reportable payments, late penalty payments and year-end accruals.



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Essential Functions (Including percentage of time):

25%	Acts as primary FI\$Cal expert and as the primary contact for Lease Agreements, Purchase Orders, Master Service Agreements, Service Orders, training request forms, Expense Advance Requests, and other miscellaneous payments. Independently reviews terms of Lease Agreements, Purchase Orders, Master Services Agreements, Service Orders, training request forms, Expense Advance Requests, and other miscellaneous payments and completes the Approval Checklist to ensure costs are allowable and appropriate. Independently reviews and approves FI\$Cal documents (contract shells, purchase orders, vouchers, etc.). Audits, posts to the general ledger, and schedules invoices for payment. Works independently with Business Operations Branch Procurement, Policy and Support Unit (PPSU), Contract Unit (CU) staff and program to resolve the more complex problems including multi-year issues, reverting appropriations, reportable payments, late penalty payments and year-end accruals. Independently identifies payment discrepancies and researches Cal eProcure, Department of General Services (DGS) Transportation Management, Office of Fiscal Services, DGS Real Estate Leasing and Planning Section (RELPS), and FI\$Cal as needed to recommend solutions and ensure appropriate disbursements. Verifies Department of General Services' Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Certification Programs, report any known issues to the SWRCB SB/DVBE Advocate in PPSU. Prepares monthly credit card reconciliations and quarterly encumbrance reconciliations. Reviews quality of work processed by lower-level Accounting staff to maintain effective control, accountability, and timeliness. Prepares FI\$Cal input forms to post to the appropriate general ledgers to establish encumbrances, liquidate encumbrances and create claim schedules/vouchers. Independently prepares corrections and adjusting entries to the proper general ledger accounts and system records as necessary.
25%	Reviews statutes, regulations, State Administrative Manual (SAM), contract manual, government code and State Controller's Office (SCO) claim schedule/voucher procedures as needed to ensure proper disbursements. Audits, analyzes, and prepares payments for various invoices including Purchase Orders, Master Services Agreements, Service Orders, training request forms, Expense Advance Requests, and other miscellaneous payments. Ensures all necessary documentation is received for the establishment of encumbrances, liquidation of encumbrances and the processing of the various vendor payments. Independently identifies lease issues such as CPI escalations, need for extension, renewal or termination of agreements and as needed works with PPSU and RELPS. Prepares various monthly reconciliations, tracks Office of Revolving Fund (ORF) aged Travel and Expense Advances. Assists lower-level Accounting staff with the more complex vendor payment discrepancies and disputes. Provides cooperative backup for Travel, Payments and Support Unit Supervisor.



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25%	Independently audits and utilizes CalATERS to process travel advances, travel expense claims and supporting documentation by applying CalHR Regulations, Bargaining Unit MOU's, Management Memo's, and Water Board Policy. Compares monthly outstanding travel advances to the FI\$Cal document file and liquidates travel advances when travel expense claims are received. Independently answers complex and especially sensitive inquiries regarding travel/relocation claims and statewide travel/relocation policies. Consults with Accounting managers, Administrative Officers, employees, and control agencies regarding the more complex travel/relocation issues. Consults with the travel agency and provides advice on travel options. Works independently with Travel, Payment & Support staff to resolve the more difficult and complex problems concerning travel, relocation, deposits, and support functions. Coordinates preparation of year-end accruals and consults with SCO CalATERS staff as needed.
Marginal Functions (Including percentage of time):	
10%	Coordinates the review and implementation of internal control procedures by making recommendations in order to safeguard assets. Assists with the review of operations by making recommendations to create greater process efficiencies and improve quality. Trains staff and consults with Accounting Managers, Systems Team, Business Services, and Administrative Officers as needed regarding the more challenging payments and support functions. Consults with regional & state board program staff, other state agencies, and control agencies as necessary to ensure proper and timely payments. Coordinates development and maintenance of desk procedures, workload standards, and performance measures.
5%	Provides cooperative backup for Contracts Payment Unit, Tank Payment Unit, Loans/Grants and Revenue/Payroll Units. Assists with processing contract payments, Underground Storage Tank Claim (USTC) payments, loans/grants payments, posting accounts receivables into Financial Management System (FMS); and office support functions including answering phones, distributing mail, printing forms, and typing checks.
5%	Reviews and analyzes FI\$Cal Reports for input errors, determines required corrections and executes. Works independently with Accounting staff to resolve reconciling items and maintain adequate internal controls. Independently consults with FI\$Cal Systems Analyst as necessary to resolve the more complex correction issues.
5%	Other special analyses and projects related to Accounting Office functions as assigned. Performs other duties as required. Overtime during peak periods, such as yearend, may be required.



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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