

☒ Current
☐ Proposed

Civil Service Classification: Associate Accounting Analyst
Working Title: Associate Accounting Analyst
Division Branch Name: Division of Administrative Services / Office of Finance & Administrative Operations / Accounting Management Section
Incumbent: Vacant
Position Number: 797-634-4588-950
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

Under the direction of the Accounting Administrator I (AA I), the Associate Accounting Analyst (AAA) independently performs the more difficult accounting duties which require an understanding of the State accounting system, ledgers, and processes throughout the accounting section; reviewing proposals to change accounting procedures; preparing cash analysis reports for management and coordinating the completion of year-end reports; developing accounting and operational procedures or policies; and participating in analytical studies and improvement projects related to the state's accounting practices.

The incumbent ensures the safeguarding of assets and ensures compliance with fiscal and accounting policies applicable to the job. All work is completed by utilizing the California Department

of Human Resources (CalHR) laws and rules, the General Accounting Accepted Principles (GAAP), State Controller's Office (SCO) rules and regulations, State Administration Manual (SAM), State Government Code and Statutes, and internal operations manuals utilizing the Financial Information System for California (FI\$Cal), Microsoft Office, meetings, one-on-ones, telephones, and emails.

ESSENTIAL JOB FUNCTIONS:

45% Financial Information System for California (FI\$Cal) and General Ledger Reconciliations

- Performs monthly reconciliation of California Department of Aging (CDA) & California Commission on Aging (CCoA) accounting reports with State Controller's Office (SCO) reconciliation reports. Review current SCO reconciliation report (Tab Run) and verify that they reconcile monthly. Research and resolve differences in a timely manner as agreed upon by the AAA and AA I.
- Validate SCO cash balance daily to ensure sufficient funding for monthly expenses and payroll.
- Communicate outstanding reconciliation items to staff monthly via the Accounting Reconciliation Log and email. Follow up with staff and management through the resolution of all reconciling items. Escalate outstanding reconciliation items to FI\$Cal Analysts, CDA management, and other staff as necessary.
- Reviews SCO Tab Run, B06 report, Trial Balance report, and KK Mismatch report or invalid entries, invalid accounts, and abnormal balances; makes appropriate corrections. Reviews FI\$Cal reports monthly for errors, invalid entries, invalid accounts, and abnormal balances and take corrective action as required. Reviews FI\$Cal budget reports to verify authority expenditure postings do not exceed appropriation allocations. Research and ensure resolution of discrepancies between FI\$Cal reports and source documents. Provide status updates and imminent delays to AA I during weekly one on one meetings and intermittently during the week as necessary. Provide solutions to budget report issues for consideration and review by AA I.

25% Plan of Financial Adjustment (PFA) and Year-End Responsibilities

- Prepares monthly PFA letters and transaction requests to ensure timely processing of expenditure transfers between CDA's clearing account and ultimate funding sources. Submit to the AA I for review before posting.
- Completes monthly reconciliation of the PFA to ensure adequate cash flow and to prevent overdrawn funds.
- Independently prepares year-end financial statements. Collaborates with other staff as deemed necessary by the AA I. Submits all reports to AA I for review before submitting to Department of Finance (DOF).

15% Technical and Analytical Accounting Support Functions

- Prepares and edits written and verbal accounting and year-end close correspondence with CDA staff, CCoA staff, and stakeholders.
- Participate in meetings and decision-making sessions with department and control agency staff.
- Leads and collaborates in special projects.
- Participates in DOF, SCO, CDA, and FI\$Cal trainings.

10% Generate Reports

- Provide management and CDA staff with accounting data files and/or create the more complex management reports by extracting, analyzing, and researching financial data from FI\$Cal.
- Download Daily and Monthly SCO/FI\$Cal reports as scheduled.

MARGINAL JOB FUNCTIONS:

5% Backup and assist Systems staff

- Establish and maintain FI\$Cal Chart of Accounts, Speed Charts, Employee Master File Database, and cost tables to direct and control all budget and financial transactions.
- Review coding requests from Budgets Operations Section (BOS) or Chief Accounting Officer and provide recommendations to management for approval.
- Assist management in the preparation of year-end closing and new year start-up schedules and monitoring financial activities.
- Submits Change Modification Requests to FI\$Cal through the FI\$Cal Service Center (FSC) to update various functions.
- Run asset depreciation from within the FI\$Cal Asset Management Module.
- Perform expenditure correction transactions in FI\$Cal as determined by BOS.
- Complete labor corrections.
- Conduct the more complex analysis to troubleshoot user and system issues encountered by various units in the Financial Management Branch/Business Management Branch.
- Work with Fiscal Analysts through FI\$Cal tickets to resolve issues found by staff.
- Setup and Maintain User Roles in FI\$Cal for CDA and CCoA users.

This position requires up to 25% overtime, particularly at year-end close, to meet state mandated reporting deadlines.

TRAVEL: Not required.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing

documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

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 Signature and Date

Supervisor's Name and Title

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 (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- 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 Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☐ Duties meet class specification and allocation guidelines.

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2024)



☐ Exceptional allocation, STD 625 on file.

Analyst initials: _____ Date Approved: _____

Revision Date (if applicable): _____