State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Associate Accounting Analyst	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Logistics Administration / Administrative Services/ Local & Disaster Assistance/ Local Grants Assistance/ Local Assistance	POSITION NUMBER: 163-818-4588-005 (11713)	CBID: R01
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Accounting Administrator I, (Supervisor)	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The Associate Accounting Analyst is under the general direction of the Local Assistance Unit Supervisor, Accounting Administrator I (Supervisor)in the Local Assistance Unit.

2. SUPERVISION EXERCISED:
   None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements consistent with an office environment. May work overtime as needed and during the months of May, June, July, and August, to meet year-end closing deadlines.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   Direct contact with the California Governor's Office of Emergency Services (Cal OES) staff, Cal OES program personnel; the State Controller's Office (SCO) and other control agencies, and management.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Consequences in processing payments to sub grantees results to loss of state and federal funding; additional costs in accordance with the Prompt Payment Act for late payment and delays in meeting SCO deadline requirements for the yearly financial statement.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
   When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

   May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:
Under the general direction of the Accounting Administrator I, (Supervisor) within the Local and Disaster Assistance Branch, the Associate Accounting Analyst independently performs the more difficult accounting duties related to payments processing, monitoring and financial management of state and federal grants.

The Local Grants Assistance Division's primary responsibilities include; financial management of 27 different grant programs; review payments of state and federal grants to sub grantee; cash draw and reconciliation of federal fund estimated at $1 billion per year; submits quarterly Federal Financial Reports for approximately 161 federal grant awards; and assists on completion of the State Financial Statements.

Must have extensive knowledge of the state's Uniform accounting system Financial Information System of California (FI$Cal), state and related federal laws, rules, regulations, policies and procedures. Must have a strong fiscal education and background; exercise good wiring skills; follow oral and written direction be responsive to the needs of the public and employees of CalOES and other agencies; analyze situation and take effective action using initiative, resourcefulness, and good judgement. Must work with limited supervision.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Independently maintains fiscal management of various federal and state grants from inception to the closeout. Identifies and researches any reconciling items and notifies appropriate staff of corrections needed to FI$Cal/State Controller Office (SCO)and/or initiates appropriate action for resolution. Prepares, processes and reclasses transfer of the statewide Cost Allocation Plan (SWCAP) to (SCO) in FI$Cal. Updates, reconciles and maintains monthly grant award worksheet used by program staff and management to monitor financial condition of each federal and state grants award received. Reviews and processes invoices through Financial Information System for California (FI$Cal) and ensures compliance with state and federal rules. Identifies and researches any reconciling items and notifies appropriate staff of corrections needed to Fi$Cal/SCO and/or initiates appropriate action for resolution. Prepares Dispute Notices on grantee payments whenever Cal OES is unable to process payment as required by the Prompt Payment Act.

	Prepares and posts accruals for local assistance for completion of Year-End financial statements.
35%	Responsible for the upload of daily payment and encumbrance transactions to FI$Cal. Responds to program staff and sub grantee's inquiries regarding payment status, match requirement, missing documents or submission of required documents. Reviews and posts correction documents to FI$Cal as requested by program staff and submits related transmittal letter to State Controller's Office (SCO) as necessary. Performs cash reconciliations for state and federal trust fund. Maintains and monitors the Plan of Financial Adjustment (PFA) worksheet and ensures that the agency has adequate cash to pay obligations. This process includes maintenance of federal draw logs and drawdown of federal funds on various grant awards.
15%	Reconciles the sub-recipient grants, which include verifying expenditures and payments are appropriate and allowable. Prepares reports for the assigned grants as requested by program staff, sub grantee and/or external and internal auditors. Identifies errors and works with program staff and sub recipients to resolve any reconciling items or unmet required match.
10%	Completes special projects including review, research, and tracking of expenditure, responds to vendor inquiries and audit related issues. Assists fiscal and program staff, state and federal auditors during audit of grants. Researches and provides advice to the Local Assistance Division Chief of any potential audit findings associated with various federal grants awarded to Cal OES along with proposed recommendations. Establishes and maintains records of documents and fiscal reports of sub grantee awards/contracts. Processes closeouts of sub grant awards, which include reconciliation of allowable expenditure, verification of required match and submit request to invoice sub grantee for any amount owed to the State. Develops and updates procedures for Local Grants Assistance.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☒	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☒	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☒	☐	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒

Updated 9/25//2026

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☐	☐	☒	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☐	☒	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☐	☐	☐	☒
HANDLING: Documents, manuals	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I 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 the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title