

DUTY STATEMENT

Employee Name:	Position Number: 580-110-4588-012
Classification: Associate Accounting Analyst	Tenure/Time Base: Permanent/Full Time
Working Title: Associate Accounting Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Financial Management Division	Branch/Section/Unit: Accounting Reporting Section/Federal Unit/Federal Reporting Team A

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; 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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing highly complex fiscal activities and professional accounting work that includes daily draws, monthly and quarterly reconciliations, and semiannual and annual financial reporting for over ten grants. The Associate Accounting Analyst (AAA) performs highly complex analysis and research to resolve various complex accounting issues using multiple automated accounting systems and procedures. This position may act as Lead in the unit.

The incumbent works under the general direction of the Accounting Administrator I (AA I) Supervisor

of the Federal Reporting Team A.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Monitors over ten grants by performing monthly reconciliations between expenditures and revenue in the Financial Information System for California (FI\$Cal) system with balances from the Payment Management System (PMS) or Automated Standard Application Payments (ASAP) accounts. Performs daily draws of funds and remits appropriate funds to State Treasury Office (STO) in conformance with departmental policies and procedures to ensure proper recording of federal funds. Processes FI\$Cal revenue adjustments to align with expenditure corrections monthly. Prepares monthly estimated and actual Plan of Financial Adjustment (PFA) drawdowns to ensure sufficient cash to cover departmental operations. Contacts program, budget and accounting staff, controlling agencies (e.g. Department of Finance, State Controller's Office and STO) and federal agencies daily.
- 25% Analyzes and records State Controller's journal entries into the FI\$Cal accounting system to ensure proper recording of expenditures and revenue transactions. Monitors authority and appropriation balances monthly for all assigned grants using the Notice of Grant Award documents and Agency Reconciliation Report to avoid discrepancies such as over/under revenue, expenditures, and encumbrances. Notifies program of any issues and suggests appropriate corrective action to the FI\$Cal accounting system.
- 25% Prepares Federal Financial Reports (FFR) for each assigned grant on an as needed basis, including interim, quarterly, semiannual, annual, final and cumulative final FFR. Submits FFR to the appropriate Federal agencies. Maintains Microsoft Excel spreadsheets for each grant for the Indirect Expense Rate for all grants and Support allocations. Monitors federal cash to prevent overspending. Provides assistance to federal and state auditors on their audit of all assigned federal grants on an as needed basis. Analyzes and provides expenditure information for budget drills and projections and provides FI\$Cal reports.

Marginal Functions (including percentage of time)

5% Acts as lead in the unit and assist with backlog when needed.

5% Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions

☐ I have read and understand the duties and requirements listed above and am able to

of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 10/19/26