California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐ CURRENT
☒ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Associate Accounting Analyst	

BRANCH
Operations and Administration

DIVISION	OFFICE
Fiscal and Administrative Services	Federal Reporting

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	2	0153	174-243-4588-012	Sacramento

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of an Accounting Administrator I within the Accounting Office, Fiscal and Administrative Services Division, the incumbent is independently responsible for maintaining and controlling complex fiscal records that support the disbursement of both state operations and local assistance funds for Department grants funded by various federal agencies.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The Associate Accounting Analyst reports directly to the Accounting Administrator I (Supervisor) in the Federal Reporting Unit and may receive assignments from the Local Assistance, Reporting and Disbursements Section and Accounting Office managers.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires extended periods of sitting at a computer workstation and repetitive use of the hands, forearms, and fingers to operate a computer, mouse, dual monitors, printers, and copiers. The incumbent works in a climate-controlled office environment under artificial lighting. The incumbent may be required to lift items weighing up to 10 pounds.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

This position is responsible for performing federal and state accounting procedures necessary to ensure the accuracy and completeness of the Department's accounting records. Acts as a liaison for the preparation and submission of reports in the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System. This includes coordinating with various offices throughout the Department to resolve reporting errors and discrepancies. Performs monthly federal account reconciliations for state operations and local assistance programs. Analyzes and maintains accounting controls required by the State Controller's Office (SCO) and ensures that Financial Information System for California (FI$Cal) transactions and balances are reconciled to SCO records. Researches and analyzes discrepancies and takes appropriate corrective action. Performs various FI$Cal reconciliations to ensure system document files and subsidiary records agree with control accounts and general ledger accounts. Maintains Federal Fund Grant Cash Control Cards. Monitors cash and expenditure balances for active projects. Maintains and analyzes monthly Plan of Financial Adjustment (PFA) worksheets to determine cash availability and authority to reimburse the Department's General Fund Clearing Account for actual and estimated state operations costs associated with the programs.

Relative % of Time Required: Continued ☒ Essential Function ☐ Non-Essential Function

Duties Performed

This position requires posting award authority, journal entries, PFAs, correction letters, and abatements to the Department's Grant Card System. Performs monthly reconciliations between the Grant Card System and State Controller's Office (SCO) reference detail. Researches and analyzes discrepancies and takes appropriate corrective action. Prepares and submits quarterly, annual, and final financial reports as required by federal awarding agencies (e.g., Federal Financial Reports). Reporting requirements vary by federal agency. Coordinates with program and budget offices to obtain required information, including maintenance-of-effort data. Enters information into online reporting systems and completes required reporting forms for submission. Prepares quarterly carryover reports of expenditures, unliquidated obligations, and available balances to reflect the financial position of each active grant. Works closely with the Budget Office and program staff to maximize available federal fund balances. Serves as the primary analyst responsible for the federal draw process for the U.S. Department of Justice, U.S. Department of Health and Human Services, U.S. Department of Education, and other federal agencies. Analyzes a variety of financial and program data and uses the findings to assist and advise management regarding the maintenance and operation of these programs and activities.

Relative % of Time Required: Continued ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Gathers and analyzes data to forecast expenditure and revenue trends and identify and resolve reporting issues related to financial administration.

Relative % of Time Required: 25	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Analyzes, organizes, and interprets complex support cost and Statewide Cost Allocation Plan (SWCAP) financial data to accurately perform federal drawdowns. Prepares and submits transaction requests to the State Controller's Office (SCO) to correct expenditures and process cash transfers. Performs cash reconciliations for Reference 001 of Fund 0890. Downloads the monthly Fund 0890 Plan of Financial Adjustment (PFA) worksheet from FI$Cal, verifies cash balances and certifies PFAs by project in FI$Cal.

Relative % of Time Required: 15	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Gathers and analyzes data from cash remittances to process expenditure and cash reclassifications in FI$Cal. Downloads and analyzes various FI$Cal queries to identify, prepare, and process expenditure reclassifications and other cash transactions.

Relative % of Time Required: 10	☐ Essential Function	☒ Non-Essential Function

Duties Performed

5% Participates in a team-oriented environment on process improvement projects. Actively participates in decision-making and policy-making sessions. Analyzes, flowcharts, and measures work processes. Communicates with customers and assesses their needs. Identifies problem areas, determines possible solutions, and develops and implements improvement plans.

5% Performs other special analyses and projects related to federal reporting, as assigned.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the Associate Accounting Analyst to maintain consistent and regular attendance and communicate effectively, both orally and in writing, with the public and other employees. The incumbent must develop and maintain knowledge and skills related to specific tasks, methodologies, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental and control agency policies and procedures. The incumbent must possess intermediate Microsoft Excel skills, including experience using PivotTables and common functions such as VLOOKUP, IF, and SUMIF.

PERSONAL CONTACTS

The Associate Accounting Analyst may interact with employees at all organizational levels and with external customers.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor