Duty Statement

Classification: **Associate Accounting Analyst**

Position Number: **275-210-4588-020**

HCM#: **1401**

Branch/Section: **Financial Office/Financial Reporting & Accounting Services Division/Pension Valuation Accounting**

Location: **Sacramento, CA**

Working Title: **Pension Valuation Analyst**

Effective Date: **October 26, 2026**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** ☒ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

As a part of the CalPERS Financial Office (FINO), the Financial Reporting & Accounting Services Division (FRAS) provides control and direction for the accounting activities of all funds and programs. The division coordinates the funding for the administration of all CalPERS' programs, publishes financial statements and provides support for management system to assist CalPERS in improving operational efficiency and effectiveness.

Under the direction of the Financial Accountant (FA) II, Supervisor, the Associate Accounting Analyst independently performs the more complex and difficult professional accounting tasks, requiring knowledge of general and retirement accounting principles and practices. Analyzes, reviews, resolves and reconciles accounting activity for the Judges' I, and Legislatures' Retirement Fund records maintained in the myCalPERS and PeopleSoft Financial System.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members**.**

40% Onsite[1] and virtually, analyzes and performs a monthly reconciliation of employer payroll contributions, accounts receivables, and reserve account balances between myCalPERS risk pool data and PeopleSoft Financials general ledger accounts for the Judges' I, II, and Legislatures' Retirement Fund. Identifies, researches, documents, and resolves discrepancies or errors through analysis using a variety of resources. Prepares and provides explanations on monthly and quarterly fluctuation analysis on account balances to leadership.

Onsite and virtually, ensures all employer payroll is reported timely and accurately. Runs

monthly payroll aging reports to identify missing payroll and payments. Communicates with business partners via email or phone to determine status of missing payroll. Tracks and documents payroll status in myCalPERS business partner notes and provides leadership with weekly updates. Reviews and responds to daily myCalPERS Workflows, emails, and phone calls from business partners to provide customer service on various payroll inquiries and provides resolution. Prepares and posts journal entries in PeopleSoft Financial System. Analyzes payroll balances on a weekly basis and prepares the transfer of credits via PeopleSoft Financials. Prepares monthly analysis of State of California payroll payments to the Judicial Council Memos to ensure payment is correct and allocated to the appropriate receivable.

35% Onsite and virtually, communicates with Cash & Payment Processing unit on any State payroll warrants received and which receivable to apply payment to. Identifies any system issues and communicates to myCalPERS Support for triage and correction. Attends as a subject matter expert Joint Application Requirements, and Design meetings with Information Technology and various other program areas to provide expertise from a financial perspective on employer system functionality issues. Provides assistance on User Acceptance Testing for new functionality and system changes. Analyzes benefit overpayment receivables for validity and communicates findings with Retirement Benefit Services Division (RBSD). Collaborates with Information Technology and RBSD to post Judges' I and II Extended Service Incentive Program and Monetary Credit monthly interest rate in myCalPERS.

15% Onsite and virtually, on a semi and annual bases, analyzes and prepares various Prepared by Client (PBC) items received from external auditors. Requests and prepares the annual reconciliation of the myCalPERS payroll data extract detailing member earnings, and member and employer reported contributions to PeopleSoft Financials as a PBC item to the external auditors. Analyzes and provides responses to external auditor samples related to payroll as requested. Calculates the annual Legislatures' Retirement Fund earnings rate for input into myCalPERS for the annual member interest posting. Prepares the closing journal entries for the Judges' I, II, and Legislatures' Retirement Fund.

10% Onsite and virtually, works on special projects and collaborates with lead on more complex accounting issues related to employer contributions. Assists in setting goals and objectives for assigned workload by working with leadership and team to recommend work plans. Attends unit and section meeting as required. Initiates and attends meeting with business partners to educate and resolve any payroll related issues. Creates and updates desk procedures as necessary. Identifies opportunities and makes recommendations to streamline and improve accounting processes. Performs other duties as assigned that are appropriate for this classification.

Working Conditions

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- May be required to sit for extended periods of time.
- May be required to travel between buildings.
- Low-wall, cubicle environment with fluorescent lighting
- Must be able to work Monday – Friday from 8:00 am – 5:00 pm.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in: Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____ **Date**:

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

Supervisor Signature:_____ **Date**: