STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (REV. 07/2026)

☐	**Current**
☒	**Proposed**

Classification / Working Title Associate Accounting Analyst	**Employee Name**
Position Number 014-024-4588-001	**Supervisor Name / Classification** Sharlene Davies/ Accounting Administrator I Supervisor
Division / Branch / Unit Administrative Services/ Financial Services/ Accounts Receivable- Federal Funds	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R01	**Work Week Group (WWG)** 2
Tenure Permanent	**Timebase** Full Time
Reporting Location ***(Employee's Headquarters Address)*** 1220 N Street, Ste 140, Sacramento, CA 95814	**Division / Program Hyperlink** Administrative Services/ https://www.cdfa.ca.gov/

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.

Division / Branch / DAA Information:
The Financial Services Branch (FSB) is responsible for all facets of the California Department of Food and Agriculture's (CDFA) financial services branch management including payable and receivable, travel, revolving fund, cashiers, financial reports and fiscal systems and analysis.

Position Identification:
Under the general direction of the Accounting Administrator I (Supervisor), the incumbent is responsible for the billing, collection, and reporting of federally funded program activities. The incumbent also forecasts and monitors the collection of federal funds, attends meetings with program staff to discuss federal issues and concerns, serves as a liaison with management and government auditors, and performs analytical reviews and reconciliations of Month-End and Year-End federal data. The incumbent independently performs all assigned duties, makes effective and appropriate decisions and recommendations, establishes and maintains cooperative working relationships with program staff, and works well under pressure while meeting required deadlines.

Special Requirements:

☐ Conflict of Interest Filer (Form 700)

☐ Medical Clearance

☐ License / Certificate Required

☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____

☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.

☐ California Driver's License

☐ Travel Required over 10% - Employer Pull Notice (EPN) Required

☐ Field Work: ____%

☐ Other (Specify): _____

Essential Functions:

30%	**General Federal Fund Accounting Activities** • Manage financial reporting for federally funded programs. • Verify federal award data to ensure accurate reporting and billing. • Prepare, submit, and monitor federal reimbursement claims. • Support programs with grant closeout activities. • Calculate and ensure proper billing and recovery of indirect costs, including Statewide Cost Allocation Plan (SWCAP) and departmental overhead within established policy and rate structures. • Provide assistance and training to programs on federal reporting requirements and accounting procedures. • Participate in meetings on issues, policy changes, system updates, and compliance impacts, and recommend corrective actions as needed. • Maintain organized and accurate files with supporting documentation. • Monitor the shared e-mail inbox and respond to inquiries in a timely manner. • Create and maintain desk procedures. • Identify opportunities to streamline processes and recommend improvements to management.
30%	**Analyzing, Tracking, and Reconciliation Activities** • Identify issues affecting federal reimbursement collections and propose actionable solutions to management. • Reconcile federal revenues and expenditures and resolve variances. • Process State Controller's Office (SCO) reclassifications, corrections, and journal entries to maintain accurate departmental accounting records. • Develop and maintain tracking tools and user-friendly reports for federal activity monitoring.
15%	**Cash Flow Management Activities** • Maximize cash flow by closely monitoring collections and unbilled expenditures for federally funded activities. • Conduct Plan of Financial Activity (PFA) reviews to analyze and validate the department's cash needs, submit PFA adjustments to maintain appropriate cash flow for federally funded programs, and provide regular Federal Fund cash flow status updates to management. • Coordinate with program to ensure timely reimbursements.
10%	**Federal Compliance and Audit Coordination Activities** • Prepare and submit the Single Audit for the Department of Finance (DOF). • Prepare and submit the Indirect Cost Rate Proposal (ICRP). • Prepare and submit the annual Federal County Payments report, including coordinating with program staff and responding to county inquiries. • Serve as liaison with federal/state auditors and management, providing supporting documentation and process insight. • Assist programs with audit requests.
10%	**Month-End Close and Year-End Close Activities** • Prepare and post Month-End Close (MEC) and Year-End Close (YEC) entries. • Prepare year-end financial statements, reports, and schedules for federal funds. • Support management with required MEC/YEC deadlines, reconciliations, and reporting requirements.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Desirable Qualifications:

- Effectively manage multiple priorities and follow through to ensure deadlines are met.
- Demonstrated reliability, integrity, and sound judgment.
- Strong analytical skills and ability to identify and resolve discrepancies.
- Strong attention to detail and commitment to producing accurate, error-free work.
- Good interpersonal, written, and verbal communication skills.
- Knowledge of modern office practices and equipment, including proficiency with Microsoft Outlook, Word, and Excel.

Work Environment and Equipment Used:
The incumbent works in an office setting with workstations and private offices. The incumbent will have a workstation with modular furniture, a phone, an adding machine, and a computer with various desktop programs. A printer is located outside of the workstation. The workstation is also equipped with an adjustable roller chair, file drawer cabinets that roll, stationary file drawers, and a desktop of standard height. The Financial Services office area is equipped with three photocopying machines and a fax machine. Files with shelves are located throughout the office.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Specific telework schedules may be discussed further during the interview process. Staff will be assigned either a mini desktop or a laptop computer with email and various software and a cell phone to conduct the required duties. Once telework is assigned, staff will be assigned equipment needed for telework (monitor(s), keyboard and mouse).

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	**Signature**	**Date**

Supervisor Statement:
I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	**Signature**	**Date**

CC: Employee
Official Personnel File
Supervisor's Drop File