State of California
DUTY STATEMENT
CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005683	Classification Title: Associate Accounting Analyst	Position Number: 835-314-4588-001
Incumbent Name: Vacant	Working Title: Associate Accounting Analyst	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/Accounting	Section/Unit: Fiscal Operations/General Ledger Unit	Reporting Location: Sacramento
Supervisor's Name: Jer Yang	Supervisor's Classification: Accounting Administrator I (Supervisor)	CBID: R01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Position Description:
Under the general supervision of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst position will perform a variety of accounting tasks and financial analysis in the management of the California Beverage Container Recycling Funds (CBCRF) including, but not limited to: Preparation of the cash forecasting model used in the CBCRF Quarterly Report, performing monthly SCO appropriation reconciliations, assist the Budget Office in the preparation of the prior year revenue, expenditure, and adjustment for the Governor's Budget Fund Condition, preparation of the fund Daily Cash Report, act as the Accounting liaison with internal and external auditors and other control agencies. Incumbent is also responsible for assisting in the coordination and implementation of the new functionalities of FI$Cal. Maintains cooperative relationships with CalRecycle staff and contacts outside of CalRecycle; and use work time effectively/efficiently in completing all assignments within

agreed upon deadlines. Follows policies and procedures established by CalRecycle and the various laws/rules governing accounting reporting.

Essential Functions (including percentage of time):

35% Perform SCO Appropriation Reconciliation for CBCRF, which include multiple appropriations, some of which are continuous/fixed charge and the clearing account. Reconciliations require adjusting SCO cash-basis account balances to compare to Departmental modified accrual account balances for shared/non-shared funds. Verify appropriation balances are not over-expended, and the general ledger postings are consistent with the Budget Act/Statue for which the appropriation was created. Perform/follow up on corrections as needed. Monitor appropriation postings ensure that fiscal year postings are correct and adjust as necessary. Analyze reverting balances against document file and advise management of closed documents. Complete financial statement to SCO and Detailed Fund Balance (DF303s) to Department of Finance. Perform Bank Reconciliation and ORF Reconciliation.

25% Act as liaison with internal and external auditors to ensure management is meeting the requests and needs of the external auditors in order to fulfill the annual Finance audit, and to ensure the ongoing post audits practices will leave an adequate audit trail for future annual or spot audits. Make recommendations on policies and practices in response to audit findings, as well as the ensuing implementation and integration of approved policies into ongoing organizational and accounting procedures. Complete SCO GAAP Adjustment and required GASB reporting.

15% Responsible for the analysis of accounting and budgetary data in preparation of cash forecasting model for California Beverage Container Recycling Funds (CBCRF) and programs. This includes identifying significant trends and making comparisons to previous accounting periods, monitoring fund balances (both cash and appropriation), and determining forecasted cash balances. Ascertain the best methodology for forecasting revenue and expenditures and make projections based on different financial scenarios. Analyze proposed legislation for impact on departmental fund operations. Actively participate in decision and policy making sessions as it relates to fund conditions and forecasted financial operations and assist in the preparation of departmental stakeholders, and legislative reports including but not limited to the CBCRF Quarterly Report.

15% Responsible for developing and maintain process of reconciliation of cash balances for the Beverage Recycling Funds (including shared funds). This includes the gathering and analysis of all transactions (including those from other departments) from SCO Agency Reconciliation Reports, SCO Fund Reconciliation Reports, and/or inquiry with other departments to categorize transactions to ascertain the activities of the fund. Respond to customer inquiries and research accounting history to resolve the most difficult accounting problems and discrepancies involving payments, reimbursement inquiries, and document balances. Work with individual travelers, Labor Relations, Bargaining Unit representatives, and management to resolve issues and interpret travel policies. Respond to public information requests, independent auditors, control agencies, and management by preparing and sharing reports and travel-related data.

Marginal Functions (Including a percentage of the time):

5% Perform special assignments related to accounting operations or system changes. Participate in training (FI$Cal, DOF, LinkedIn Learning) to remain current with procedures and reporting requirements. Provide support to teammates during peak workloads and assist with cross-unit tasks as needed, under direction of management.

5% Assist with other team member's workload whenever appropriate and practical; and other special projects as required.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):
☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

Incumbent: Vacant
Classification: Associate Accounting Analyst
Position Number: 835-314-4588-001

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date