CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

[X] PROPOSED

[ ] CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Financial Services Branch	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 236 - 4191 - 011
DIVISION/UNIT Financial Planning, Accounting & Reporting/Financial Planning & Budgetary Reporting/Cost Accounting	CLASS TITLE Financial Accountant I
INCUMBENT NAME	WORKING TITLE Enterprise Cost Accountant

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general supervision of the Financial Accountant IV, the Financial Accountant I (Specialist) performs complex technical, analytical, research, and reporting assignments within the Cost Accounting unit. The incumbent plays a support role in advancing CalSTRS' cost-conscious culture by developing and maintaining cost allocation methodologies, conducting cost and performance analyses, preparing financial reports, and providing recommendations that support strategic decision-making, operational efficiency, and fiscal stewardship. The position serves as the primary analyst and coordinator for Cost Effectiveness Measurement (CEM) benchmarking activities, ensuring the accurate collection, validation, analysis, and reporting of financial and operational data. The incumbent also serves as a subject matter expert for the Organizational Management and Personnel Administration (OMPA) module within BusinessDirect, performs complex accounting and financial analyses supporting Cost Accounting unit operations, and researches, tracks, analyzes, and summarizes legislative and regulatory developments that may impact CalSTRS' programs, operations, and financial activities. The work requires independent judgment, advanced analytical skills, and extensive collaboration with stakeholders throughout the organization to support continuous improvement and effective resource management.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
	ESSENTIAL FUNCTIONS
30%	Perform complex cost accounting, cost allocation, financial analysis, and reporting activities that support and advance CalSTRS' cost-conscious culture initiatives. Develop, maintain, and enhance methodologies used to measure, analyze, allocate, and report administrative and pension-related costs across organizational programs and business units. Analyze cost trends, performance measures, and operational data to identify opportunities for efficiency improvements, cost savings, and enhanced resource utilization. Prepare and present financial analyses, benchmarking studies, management reports, and recommendations that support informed decision-making and fiscal stewardship. Collaborate with stakeholders across the organization to improve financial transparency and promote effective cost management practices.
20%	Serve as the primary analyst and coordinator for the Cost Effectiveness Measurement (CEM) benchmarking program. Coordinate the collection, validation, reconciliation, and submission of financial and operational data in accordance with CEM requirements and timelines. Analyze benchmarking results, identify trends and performance improvement opportunities, prepare reports and presentations for management, and provide recommendations based on findings. Develop and maintain supporting documentation, reporting tools, and methodologies that ensure consistency, accuracy, and reliability of benchmarking information.
20%	Perform complex accounting, reconciliation, reporting, and analytical activities supporting Cost Accounting unit operations. Conduct labor allocation analyses, cost allocation reporting, pension and administrative expense analyses, account reconciliations, and enterprise project accounting activities. Research accounting issues and financial transactions, prepare supporting documentation and reports, and provide recommendations to management. Assist with month-end, year-end, audit, and other financial reporting requirements while ensuring compliance with applicable accounting standards, policies, and procedures.
15%	Serve as a subject matter expert for the Organizational Management and Personnel Administration (OMPA) module within BusinessDirect. Maintain organizational structures, position management data, master data elements, system configuration tables, and related mapping tables to ensure alignment with personnel source systems. Research, analyze, and resolve complex organizational and position-

	management issues; evaluate proposed organizational changes and provide recommendations to management. Implement approved changes and provide technical guidance and support to stakeholders regarding OMPA processes, controls, and system functionality.
10%	Monitor, research, and track proposed and enacted state and federal legislation, budget actions, regulatory changes, and policy developments that may impact CalSTRS operations, pension administration, budgeting, financial reporting, or cost accounting functions. Analyze potential operational and financial impacts and prepare concise summaries, issue papers, briefing materials, and management reports. Maintain tracking tools and documentation and communicate significant developments and recommendations to management and stakeholders.
	MARGINAL FUNCTIONS
5%	Lead or participate in projects that have a high degree of complexity and impact on division operations. Provide recommendations for streamlining and improving Cost Accounting processes, if requested. Lead change management efforts to implement approved changes.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the Competency Guide on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED