California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Accounting Analyst		**Accounting Analyst**	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
FMD/Accounting Branch/Revenue Section		**Sacramento, CA - Headquarters Office**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank & File	**01**	**2**	**None**
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	SUPERVISION EXERCISED	
☒ Yes ☐ No	☐ Yes ☒ No	**None**	
INCUMBENT		POSITION NUMBER *(Agency-Unit-Class-Serial)*	
		291-371-4582-XXX	

The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Business Taxes Administrator II, the Accounting Analyst performs professional accounting work of minimal to average difficulty in the establishment and maintenance of the accounting and financial records for the Revenue Section. Considerable contact is made with the California Department of Tax and Fee Administration (CDTFA) program areas, including, Cashier Section, and control agencies, such as State Controller's Office (SCO), the State Treasurer's Office (STO), and Department of Finance (DOF).

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
50%	**ESSENTIAL JOB FUNCTIONS** Complete monthly Financial Information System of California (FI$CAL) Bank Reconciliation and unremitted worksheet monthly. Analyze and research deposit and disbursement information from Centralized Treasury Trust System Account (CTS) Statement and FI$CAL system with the guidance of a senior staff determine correcting entries if required. Analyze and review various deposit types and disbursements to determine transactions affecting the Adjusted Balance. Communicate and act as liaison with internal/external departments, and Cashiering on Bank Reconciliation transactions issue to determine resolution.
25%	Reconcile monthly and prepare year-end financial statement for simple or less-complex Funds. Prepares adjusting and closing entries in FI$CAL system. Submit financial statements for CDTFA management, Fund Recipient Agencies, DOF, Bureau of State Audits, and SCO. With the assistance of a senior staff, respond to questions related to the financial reports from control agencies SCO, STO, DOF, and CDTFA management.
10%	Assist with daily Centralized Revenue Opportunity System (CROS) reconciliations and verification of daily payments bank report against the State Treasurer's Zero Balance Account (ZBA), and Union Bank Report. Daily reconciliation of deposit information for Retail Sales Tax Fund and some special taxes funds.
10%	Performs technical accounting work in compiling maintaining financial records or workbook. Communicate possible inconsistencies or errors and makes recommendations on specific problems. Work with supervisor, Revenue team or Accounting analysis team on changes or problems with to determine resolution.

5%	**MARGINAL JOB FUNCTIONS** Assists with special accounting and research projects. Drafts accounting-related procedures, correspondence, memos, and reports. Assists with preparing adjustment or correction Journal entries submitted through FI$CAL System or Transaction Requests (CA 504) to SCO for Special Tax funds.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable)*:

Work Environment:

- Office setting with artificial light and temperature control.
- The position may be located in a high-rise building.

Physical Abilities:

- Daily access and use of a personal computer, office equipment, and telephone.
- Frequent use of an elevator and/or stairs up to eight (8) stories.
- Remain in a stationary position consistent with office work.

Additional Requirements/Expectations:

- Required to work mandatory overtime during peak periods.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE

HRB Approval Date: 11/10/2026	**C&P Analyst Initials: EH**