Duty Statement

Classification: **Accounting Administrator I, Specialist**

Position Number: **275-210-4552-018**

HCM#: **2613**

Branch/Section: **Financial Reporting & Accounting Services Division, Pension and & Health Accounting, Health Program Accounting**

Location: **Sacramento, CA**

Working Title: **Health Accounting Specialist**

Effective Date: **10/30/2026**

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), Financial Reporting & Accounting Services (FRAS) provides control and direction for 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 systems to assist CalPERS in improving operational efficiency and effectiveness

Under the general supervision of the Financial Accountant II, Supervisor, the incumbent independently performs highly complex professional accounting tasks, requiring knowledge of health accounting principles and practices. The Accounting Administrator I, Specialist analyzes, reviews, resolves, and reconciles accounting activities for Health Program Accounting and myCalPERS processes with financial impact. The position develops, monitors, and maintains accounting records in accordance with the State Administrative Manual (SAM), Generally Accepted Accounting Principles (GAAP), PeopleSoft Financials Accounting System (PSFAS) and myCalPERS for multiple trusts administered by CalPERS and data maintained by Third Party Administrator (TPA).

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, resolves the more complex accounting and myCalPERS financial transaction issues associated with various health processes for the Health Accounting section. Analyzes accounting practices, processes, and procedures related to health benefits

for multiple trusts using the State Administrative Manual and GAAP to identify compliance issues and recommend corrective actions. Reconcile incurred but not reported (IBNR) insurance claims expense to support accurate financial reporting. Perform reconciliations of health premiums between PeopleSoft general ledger and myCalPERS to identify variances and support accurate fund accounting. Reviews monthly account reconciliations and supporting documentation prepared by professional accounting team members and provides input to the Financial Accountant II, Supervisor for final approval to support balance sheet and income statement reliability. Reviews claim schedules for completeness and accounting accuracy, and signs prior to submitting to the State Controller's Office (SCO).

30% Onsite and virtually, research and coordinates with divisions to resolve accounting issues related to the employer and member health premiums contributions to the Public Employees' Retirement System. Research and coordinates resolution of premium discrepancies with health programs and the SCO. Attend meetings with consultants and system developers to assist with developing and documenting system changes and updating existing documentation. Identify emerging issues and other critical factors in the myCalPERS system requiring leadership support. Assist team members with facilitating working sessions on issues and creating design strategies to identify accounting issues and recommend process improvements. Coordinate communication efforts and initiatives with impacted organization leadership by preparing reports and facilitating discussions on accounting issues. Utilizes the PeopleSoft financial system and the myCalPERS system to run reports and develop analyses to support financial decision-making.

20% Onsite and virtually, assist in the preparation of the annual report and other periodic financial reports while complying with requirements publicized by the Internal Revenue Service, other federal and California laws, Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers' Association (GFOA). Consult with and advise team members on financial and health accounting policies, procedures, and reporting requirements. Analyzes the financial implications of legislation, legal opinions, Board of Administration initiatives, and senior leadership directives and prepares accounting impact summaries or recommendations. Assist with developing and implementing health accounting policies and procedures by drafting procedures, evaluating internal controls, and recommending process improvements. Participates as FRAS' technical accounting representative in meetings, committees, and task forces by providing accounting analysis, identifying fiscal impacts, and recommending options for leadership consideration. Meets with other administrators of public pension systems, the state control agencies, and the contracting public agencies to discuss best practices to resolve complex pension-related health accounting problems to improve oversight of the above accounting funds. Prepares financial reports using various trend analysis models and responds to various internal and external audit requests.

10% Onsite and virtually, facilitate and participate in team projects, and organizational meetings to provide accounting updates, identify fiscal impacts, and document follow-up items. Research and prepare fiscal reports for use by the CalPERS executive team and Board members. Mentors and assists in the training and development of Health Accounting section team members by sharing accounting procedures and providing guidance on health 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.
- Must be able to work Monday through Friday from 8:00 a.m. to 5:00 p.m.

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 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**: