Duty Statement

Classification: **Financial Accountant I (Specialist)**

Position Number: **275-210-4191-015**

HCM#: **1403**

Branch/Section: **Financial Office / Financial Reporting & Accounting Services Division**

Location: **Sacramento, CA**

Working Title: **PeopleSoft Financials Reporting and Integration Specialist**

Effective Date: **11/3/2026**

Collective Bargaining Identifier (CBID): E48

Supervision Exercised: ☐ **Yes** ☒ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

As a part of the CalPERS Financial Office (FINO), the Financial Reporting & Accounting Services (FRAS) Division provides control and direction for accounting activities of all funds and programs. The division conducts highly complex and sensitive financial accounting and analysis, pension, and investment accounting, publishes financial statements, and provides the maintenance and support for financial information management systems to assist CalPERS in improving operational efficiency and effectiveness.

Under the general supervision of the Financial Accountant II (FA II), of the PeopleSoft & myCalPERS Support unit, the incumbent provides functional support for a PeopleSoft Financials module used in CalPERS financial accounting and reporting activities. The position analyzes accounting transactions and financial system issues, reviews system configuration, develops reporting queries and functional requirements, and tests system changes. The position provides user support and training and coordinates with accounting and technical teams to investigate issues and recommend improvements.

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**.**

35% Onsite[1] and virtually, serves as module lead for PeopleSoft Financials, directing analysis, reviewing system configurations, monitoring scheduled processing jobs, and identifying and resolving issues. Leads coordination of technical activities across financial program areas and system support teams to evaluate system dependencies, resolve integration issues, and implement changes to business processes. Evaluates financial system workflows and

identifies opportunities to improve processing efficiency, system functionality, and financial reporting through changes to existing configurations, processes, and procedures. Advises senior leadership and business partners on complex technical matters related to financial data and system functionality. Provides technical guidance to financial program team members and system users concerning the configuration, functionality, and operation of the PeopleSoft Financials module. Applies knowledge of CalPERS business practices to analyze system issues, identify impacts on related accounting and reporting functions, and develop recommendations for resolving enterprise-level issues. Evaluates proposed enhancements to PeopleSoft Financials and related accounting systems, identifies functional requirements, and participates in implementing changes to support business operations. Utilizes PeopleSoft Financials and myCalPERS to conduct financial research. Develops and maintains reports and queries of financial data used for management reporting, and creates and maintains reports in accordance with State requirements and policies.

25% Onsite and virtually, provides daily support to system users by responding to routine inquiries and resolving complex system issues to ensure effective system utilization and business continuity. Develops, maintains, and optimizes complex system queries to support business operations, reporting, and data analysis. Gathers, analyzes, and documents business requirements and translates them into detailed functional specifications and development requests for application developers. Triages, investigates, troubleshoots, and resolves system issues reported by users, coordinating with technical teams as necessary to ensure timely resolution. Develops, updates, and maintains user training materials, reference guides, and job aids to support system proficiency and consistent business processes. Conducts one-on-one and recurring training sessions to educate users on system functionality, workflows, and procedures. Executes User Acceptance Testing (UAT) for system upgrades, integrations, and enhancements to verify functionality and ensure compliance with business requirements. Develops, maintains, and executes test scripts; documents test results; identifies and tracks defects; and validates system enhancements prior to production implementation. Evaluates, assigns, and maintains user security access in accordance with business needs, established security policies, and access control requirements.

20% Onsite and virtually, independently analyzes financial system processes and accounting transactions to identify processing issues, evaluate corrective actions, and support financial accounting operations. Leads support unit operations by conducting comprehensive research, analysis, and evaluation of program business needs. Monitors and resolves complex financial management system issues through technical and professional review and analysis of manual and automated pension and accounting transactions. Applies advanced analytical skills and creative problem-solving in the design and implementation of information processing methods within PeopleSoft Financials and other financial accounting systems that interface with the PeopleSoft Accounting System.

20% Onsite and virtually, collaborates with program areas by actively assessing resource needs and issues and providing guidance regarding fiscal and policy constraints. Analyzes financial trends to ensure expenditure remains within budgetary appropriations and develops alternative solutions to address financial issues and funding shortfalls. Develops and delivers training sessions for CalPERS team members and leadership. Identifies, recommends, and implements business process improvements and systems for collecting, monitoring, and tracking data. Provides training and technical support to team members and assumes lead

responsibility for projects requiring coordination among multiple analysts. Assists Financial Office leaders and other stakeholders with financial functions and reporting requirements. 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.

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 People, 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**: