DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name Vacant	**Division** ADMINISTRATIVE SERVICES			
Position No / Agency-Unit-Class-Serial 461-250-5304-005	**Unit** ACCOUNTING / FISCAL SYSTEMS UNIT			
Class Title Assoc Admin Analyst – Acctg Systems	**Location** SACRAMENTO			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** **2**	**Work Week Group:**	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions

Under the general direction of the Accounting Administrator I-Supervisor, the Associate Administrative Analyst-Accounting Systems (AAA) is responsible for independently performing the complex professional accounting duties related to the support of the accounting systems used by the Department of State Hospitals (DSH). Other duties include but are not limited to reviewing requisitions, Purchase Orders and processing payments for legal settlements and Government Claims Program (GCP). The incumbent exercises moderate control in the administration of established policies and procedures, and has on-going contact with management, control agencies, other government offices, and members of the public.

% 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; percentage must total 100%. (Use additional sheet if necessary.**
45%	Responsible for the implementation and maintenance of accounting systems, including Financial Information System for California (FI$Cal), to meet department needs. Study, develop and address system issues. Maintain System Configurations and Coding - set up configurations (i.e., project costing module) and Chart of Accounts (i.e., reporting structure, account/alternate account, agency use, project number) to maintain Departmental processes in line with DSH's organizational structure. Analyze a variety of accounting data from Financial Information System for California (FI$Cal) to assist in the appropriate application of financial data and information. Review and monitor outstanding items in the MEC (month end close) Log. Verify integrity of FI$Cal data and make adjustment to expenditures or codes as appropriate. Correct errors in FI$Cal as needed or submit and track FI$Cal tickets. Assist in the MEC processes, such as running queries, closing submodules, and running cost allocation and depreciation. Perform reconciliations to validate month-end reports. Prepare special reports and maintain annual coding lists to stay relevant. Facilitate the creation of new Supplier ID in FI$Cal. Provide technical assistance to accounting staff regarding accounting-related matters. Assist Supervisor in improving financial management business processes.

20%	In support of state hospitals, review and analyze settlement agreements provided by DSH Legal Office or Labor Relations, through constant dealing with state hospital contact persons and verifying that all pertinent documents are submitted. Coordinate with the Department of Finance (DOF) for payment approval when warranted, with Budget Office and/or Fiscal Allocations Unit (for state hospital settlements) on appropriation issues, with FI$Cal-Supplier Management and Reporting Team (SMaRT) on new Supplier requests. Resolve issues that may arise from DOF review, STD 204-Payee Data Record acceptance, 1099 reportable payment matter, and SCO audit. Prepare voucher payment in FI$Cal, and upon completion, notify all concerned parties, including the appropriate State Hospital staff, of the date of and payment amount of the claim. Take necessary steps to ensure the confidentiality of each settlement. Establish in SharePoint the quarterly report on Contingent Liabilities furnished by Legal Office and handle its annual accrual process for yearend financial statements.
20%	In support of state hospitals, act as the departmental liaison/specialist for the statewide GCP claims. Audit and review Government Claim forms received from Department of General Services (DGS) - GCP through constant dealing with State Hospital contact persons and notifying appropriate State Hospital through the Request for Agency Recommendation (to pay or not to pay) process. Prepare voucher payment using defined numbering system to identify incident location(s) upon receipt of Notification Letter of Approval from GCP and the Release from Liability form from the claimant. Annually prepare and submit to GCP required reports identifying the number of claims settled and paid no later than April 1st each year, in connection with Delegation Authority. Maintain copy of records and supporting documentation of the claims for audit trail. Take necessary steps to ensure confidentiality of all claims and files.
10%	Prepare periodic 1099 reports and annual Late Payment Penalty worksheets for review and validation by all Locations. Review and analyze purchase requisitions and FI$Cal POs (Purchase Orders) as to the propriety of accounting chartfield and supporting documents. Identify changes in the operating programs which affect the accounting operation. Diagnose accounting and system problems as they relate to the accomplishment of accounting objectives. Gather data including yearend accrual information to aid in financial administration and decision-making.
5%	Other AAA duties as required, including back-up to other desks and assistant to Supervisor as needed in research of accounting transaction problems, gather documents per auditor's requirement, document process flow or update desk procedure(s), do system testing, conduct training to new hires or other departmental personnel, and complete miscellaneous projects.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

	The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by States. 1990, Ch.1389, Sec.1.) that disallows California state employees to reside out of state while performing their work duties. I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee's Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date