CMD 900-54
(Rev. 09/2024)

DUTY STATEMENT

☐	Current
☒	Proposed

Position Classification: Associate Accounting Analyst	**Working Title:** Associate Accounting Analyst
Position Number: 006-175-4588-003	**CBID:** R01
Work Week Group: 2	**Work Hours:** Monday – Friday 8:00am – 4:30pm
Command/Directorate/Unit: J8 State Comptroller, Accounting Section	**Physical Work Location:** 10601 Bear Hollow Drive, Rancho Cordova, CA 95670
Supervisor Name: Accounting Administrator I (Supervisor)	**Supervisor Classification/Rank:** Accounting Administrator I (Supervisor)
Current Incumbent: Vacant	**Effective Date:** TBD

Position Requirements:

☐ Conflict of Interest Filer (Form 700)
☒ California Driver's License
☐ Class A ☐ Class B ☒ Class C
☐ Class C w/Endorsement: _____

☒ Travel to Multiple Locations
☐ Occasional Travel
☐ Other (Specify): _____

As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Position Identification:
The State Comptroller's Office is responsible for advising The Adjutant General on all financial resources appropriated to the California Military Department (CMD) by the State Legislature, the Federal Government under reimbursable agreements, and other reimbursements available to the CMD for California National Guard and other related activities. The Office consists of five sections: Accounting, Administration, Budgets & Fiscal Integrity, Contracting/Purchasing, and Special Pay

Under the general supervision of Accounting Administrator I, Analyst II performs the more complex technical and professional accounting duties while maintaining accordance with Governor's Budget, Department of Finance (DOF) rules and regulations, California Prompt Payment Act, State Administrative Manual (SAM), and Government Codes utilizing the Financial Information System for California (FI$CAL). Duties include, but are not limited to:

Essential Functions:

30%	**Billing** • Reviews, analyzes and tracks billing contract agreements. • Analyzes reimbursement invoice requests; processes invoices for actual expenditure and as requested by the field officers. • Coordinates with programs to correct invoice request discrepancies. • Maintains and tracks monies owed to the Department with monthly follow-up on collection. • Backup Emergency Wildfire and Rattlesnake invoicing and tracks collection. • Process billing utilizing Customer Account Project Costing (CAPC) module. Maintains customer account contracts. • Maintains AR customers. • Monitors collection of aging outstanding receivables.
25%	**Deposits** • Performs cashiering activities, including deposits and remittances received via checks or direct transfers. • Monitors the uncleared collections account, researches and resolves unidentifiable

	monies received. • Processes cash transfers for intradepartmental billings. • Processes, reviews and approves journals for all AR related transactions. • Researches and resolves payment discrepancies.
25%	**Assist State Accounts Receivable (AR) unit to perform and serve as the back-up person for AR tasks, including:** • Processes, reviews, approves and prints revolving fund check request and lease payments. • Collects mail from SCO and department mailroom; sorts and distributes the mail. • Releases and mails documents and warrants including master pay and garnishments. • Monitors and updates daily cash balances. • Deposits cash and checks at the bank. • Creates AR items, applies payments to AR items in FI$CAL, collection for aging AR items in Payroll Accounts Receivable (PAR). • Monitors PAR interface, sets up and processes PAR cost allocation. • Review, analyze and approve Emergency Response employees' payroll and claim schedules.
15%	**Reporting & Supporting** • Submits STD 995R & 995A to Human Resources personnel. • Assists department staff with AR billing & payment questions. • Processes billing and deposits correction requests. • Prepares year-end adjusting entries. • Reconciles monthly bank statements. • Provides FI$CAL training to program staff. • Acts as FI$CAL's Subject Matter Expert (SME) to research and assist program staff in solving issues. • Develops and maintains desk procedures.
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; principles of electronic data processing; principles of policy formulation; statistical methods; principles of finance; business law; principles of business management; and the uniform accounting system and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities.	
Skills: N/A	
Ability to: Apply accounting principles and practices; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, comprehensive, and concise reports; apply principles of finance and develop financial policy; apply statistical methods; analyze a variety of accounting data; identify trends, make projections, and draw conclusions; make sound decisions and recommendations with regard to accounting problems; work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs; establish and maintain cooperative relations with those contacted in the work; interpret and apply laws, rules, standards and procedures; and communicate effectively.	
Required Qualifications: California Class C driver's license	
Desirable Qualifications: • Experience in using Microsoft Office software, specifically Outlook, Word, and Excel • Experience in FI$Cal or other enterprises accounting systems • Meet short deadlines within conflicting duties and assignments • Speak effectively and generate written documents in a clear and concise manner	

Work Environment:
The incumbent works in a modular office setting in the State Comptroller's Office. The workstation is equipped with a phone, which has voice mail, a computer with various desktop programs and databases. Printers and a copier are located within the general work area. The incumbent may also be required, on occasion, to drive a state-owned vehicle to perform the daily courier service or to attend meetings.

Vacations and time away from office may be restricted and alternative work schedule may be suspended during peak workload times and for fiscal year-end closing. Incumbent may be rotated to another accounting unit for cross-training purpose under the Chief Accounting Officer's direction.

Physical/Mental Abilities:

- Ability to attend work as scheduled and on a regular basis
- Ability to sit or stand for extended periods of time
- Ability to work on the computer for extended periods of time
- Ability to lift or carry boxes, files, etc. up to 25 lbs
- Ability to understand and follow safety procedures
- Ability to read, understand, follow, and enforce policy and procedures
- Ability to communicate both verbally and in writing

Equipment Used:

- State-owned vehicle (California Class C driver's license required)
- Telephone, computers, keyboard, and copier/scanners

Employee Certification:
This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	**Signature**	**Date**

Supervisor Statement:
I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	**Signature**	**Date**

State Personnel Office Use Only

State Personnel Certification: Approval

C&P Analyst Name (Print)	**Signature**	**Date**