DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term fiscal sustainability and responsible resource allocation.

NAME		**EFFECTIVE DATE**	
UNIT	Fiscal Systems and Consulting	**POSITION NUMBER**	300-695-5304-xxx
CLASSIFICATION	Associate Administrative Analyst – Accounting Systems		

POSITION SUMMARY

Under the general direction of a Supervising Administrative Analyst, this position is responsible for performing analytical and consultative duties, including but not limited to: studies related to statewide fiscal and accounting policies and procedures; providing assistance to departments in solving accounting problems; providing fiscal and accounting consultation and advice to departments; developing training materials and conducting formal classroom training; providing outreach, training, and consultation to departmental accounting offices; and participating in analytical studies and improvement projects related to the state's accounting practices.

This position will also assist Fiscal Systems and Consulting Unit (FSCU) in promoting and advancing the vision of a premier accounting consulting entity, including the following:

- Proactively develop and set sound fiscal and accounting policies and processes.
- Represent and negotiate on behalf of the state on various accounting issues.
- Advocate the state's accounting interests in various venues, including national accounting conferences and forums.
- Provide a forum for the state's accountants to exchange ideas and address common interests and concerns.
- Ensure the state's accounting workforce is well-trained and skilled.
- Lead or participate in task forces in solving complex accounting problems.

ESSENTIAL FUNCTIONS

30%	Provide technical and accounting knowledge to departments to transition and support the ongoing development and implementation of financial systems. The incumbent works independently or on teams and coordinates with internal staff, departments, and control agencies. Analyze accounting data for departments, use accounting data to analyze problems and recommend ways to improve accounting processes.
25%	Develop statewide policies and provide fiscal and accounting advice and consultation to departments, which includes the following duties: • Research current statewide policies, procedures, and practices and develop the appropriate responses, verbal or written, to request for approval, and fiscal policy and procedure interpretation. • Research professional accounting literature to determine the proper and/or best method of accounting for specific types of accounting events. • Develop and provide formal and informal training for state fiscal personnel. • Review and approve Indirect Cost Rate Proposals and Cost Allocation Plans for departments receiving federal funds to support the statewide cost allocation process. • Assist with the fund reconciliation process to reconcile accounting information to budgetary schedules.

	• Provide technical policy and accounting knowledge to departments and the Financial Information System for California (FI$Cal) project to support the ongoing enhancements of FI$Cal.
20%	Assist in the development and conduct of training on accounting procedures and policies and apply those policies and procedures for use by internal and external staff. Provide fiscal and accounting assistance and consultation to departments, such as, advising departments on their accounting operations, reconciliations, month-end and year-end processes, etc. Perform various accounting functions for the department.
10%	Assist in promoting and advancing the vision of a premier accounting consulting entity, including but not limited to establishing a forum to exchange ideas, address common interests and concerns, and review non-routine updates, as needed.
10%	Conduct and/or assist in analytical studies and improvement projects requiring knowledge of accounting and fiscal principles and practices. Make presentations to departmental management, executive, and other key staff on matters concerning accounting policies and procedures. Perform other duties as required.
5%	Provide assistance to other FSCU staff, as needed.

SPECIAL REQUIREMENTS:

The incumbent works 40 hours per week in an office setting. Daily use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with work in an office setting. Occasional lifting from 10-15 pounds may be required. Additional requirements include:

- Willingness to occasionally work overtime on short notice.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Accounting principles and practices; governmental accounting and budgeting; administrative survey principles and techniques; principles of organization, administration, and management; uniform accounting system and financial organization and procedures of the State of California; principles of public administration; office methods, equipment, and procedures; statistical methods; principles of personnel management and supervision; principles and procedures of automatic data processing systems.

Ability to: Apply administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies; establish and maintain cooperative relationships with representatives of public and private agencies; prepare questionnaires and interview effectively; supervise the work of both technical and clerical assistants; analyze data and draw sound conclusions; communicate effectively; prepare comprehensive reports and compile manuals of accounting procedures; analyze situations accurately and adopt an effective course of action.

SIGNATURES			
I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)			
EMPLOYEE SIGNATURE		**DATE**	
I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE		**DATE**	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		**DATE**	
HR ANALYST INITIALS		**DATE**	