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STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA SCIENCE CENTER

☐ Current
☒ Proposed

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	Accounts Payable Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	314-103-5157-002
CBID/WWG/PROBATION:	UNIT NAME:
R01/ 2/ 12 months	Accounting Services
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
Maggie Tham	Senior Accounting Officer (Supervisor)
SCHEDULE / SHIFT:	REVISION DATE:
Monday–Friday / 8:00am–4:30pm (30-minute lunch)	11/20/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ State Issued Uniform
☐ Requires DMV Pull Notice
☒ Medical Examination/Testing
☐ EPA Section 608 Technician Certification
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) ***Click to enter text***

Assignments and tasks may be highly sensitive and confidential; the incumbent must exercise discretion and good judgement. Flexible work hours, overtime, as well as travel may be necessary. See classification specifications.

3. DUTIES AND RESPONSIBILITIES OF POSITION

General Statement:

(Briefly describe the position's organizational setting and major functions)

Under the supervision of the Senior Accounting Officer (Supervisor), the Accounts Payable Analyst (Analyst I) performs accounts payable duties for Exposition Park. Responsibilities include reviewing and processing invoices, researching and resolving complex payment issues, and maintaining financial records to ensure payments are accurate, timely, and properly documented. The analyst monitors invoices to ensure timely payment or issuance of invoice dispute notices to prevent late payment penalties and ensures payments comply with applicable state laws, policies, and procedures, including the State Administrative Manual and the California Prompt Payment Act.

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Name of Incumbent	Civil Service Classification	Position Number
	Analyst I	314-103-5157-002

Percentage of Duties	Essential Functions
50%	**Accounts Payable** Prepare and process payment vouchers timely and accurately for both the California Science Center and Office of Exposition Park Management, ensuring full compliance with state accounting policies, procedures, and regulations. Monitor invoices and coordinate with relevant staff to ensure timely payment processing, identify discrepancies, and issue and resolve invoice disputes within required timeframes to prevent late payment penalties and comply with the California Prompt Payment Act. Process quarterly use tax payments to the California Department of Tax and Fee Administration. Verify the accuracy of invoices, confirming correct purchase orders, contracts, or receipts, and ensure proper posting of expenditures to the correct chart of accounts, vendor accounts, and appropriations. Maintain thorough documentation, including payment logs, records of invoice disputes, credit memos, emails, etc., ensuring all documentation supports audit trails.
30%	**Reconciliation and Discrepancy Resolution** Perform monthly encumbrance reconciliations timely and accurately. Independently research, reconcile, and resolve complex encumbrance and payment discrepancies and reporting issues. Reconcile the monthly state travel card statement with travel expenses and ensure timely processing of payment. Respond to and resolve payment inquiries and/or issues, including providing payment status, and completing and submitting stop payment requests to the State Controller's Office as needed.
10%	**Accounting Support** Stay updated on all current accounting-related laws, policies, procedures, and standards including SAM, California Prompt Payment Act, GAAP, and GASB. Act as a key resource on accounting principles and policies related to accounts payable, providing guidance and support to managers and operational staff within Exposition Park as needed. Create and manage vendor profiles in FI$Cal. Complete vendor credit application requests. Serve as the Warrant Release Coordinator by updating the monthly warrant release form, distributing payroll and overtime warrants, and managing related responsibilities as required.
5%	**Reporting** Prepare, analyze, and interpret accounting and financial reports, and provide to managers and operational staff as needed. Complete and submit monthly, quarterly, and annual accounting reports such as the Use Tax Report, 1099 Report, Late Payment Penalties Report, Year-End Accounts Payable Accrual Report, etc.
Percentage of Duties	**Marginal Functions**
5%	The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments and serving as a backup to various accounting and business services functions (i.e., fleet and fuel coordinator, copier maintenance, etc.); (b) complying with general State and department administrative reporting requirements (i.e., completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training.

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4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other:

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment:

☐ Private Office ☒ Cubicle ☐ Shop ☐ Assigned Area ☐ Other:

Telework Status:

☒ Office-Based - 0% telework
☐ Office-Centered 20 % telework (1 Day)
☐ Exception 40 – 100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full onboarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None.

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.

Supervisor's Name: Maggie Tham

Supervisor's Signature: Date:

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7. HR USE ONLY

HR Approval

☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	HR Director Initials	Date Approved
	Initial	11/23/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.