



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

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| CLASSIFICATION TITLE Accounting Analyst | DIVISION NAME Business Operation and Solutions Division, FI\$Cal Service Center, Payment and Assets Section, Accounts Payable Unit |
| WORKING TITLE N/A | POSITION NUMBER 333-450-4582-001 |
| EMPLOYEE NAME Vacant | EFFECTIVE DATE TBD |

You are a valued member of the Department of FISCAl. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under close supervision of the Accounting Administrator II (AA II), the Accountant Analyst (AA) works as part of a multidisciplinary production system support team for the Department of FISCAl (FI\$Cal). The incumbent, with a progression of independence over time and allowing for opportunities of increasing responsibilities, will provide the necessary information and support to departments required to transact in the FI\$Cal system. They will also assist in coordinating with the State Controller’s Office (SCO) to facilitate the closing of accounting modules for Month-End Close / Year-End Close (MEC/YEC) activities. The AA plays a supporting role in the overall success of the FI\$Cal system by providing customer support, researching and resolving less complex system incidents and works under the immediate supervision of AA II on the accounting areas and modules of the system including: General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR), Asset Management (AM), Lease Administration (LM), Project Costing (PC), Grants, Customer Contracts (CA) and support change request processing. The AA may participate in teams and workgroups in related FI\$Cal areas, including ad hoc process teams.

The incumbent works in the FI\$Cal Service Center (FSC) to develop a working level knowledge of one or more business functional areas including accounting, AM, LM, GL and/or PC. The AA will learn to develop a working knowledge and learn to provide Level 2 (L2) functional support with low to average difficulty of data processing concepts, practices & methods to departmental end-users regarding less complex FI\$Cal system incidents and service requests in the FSC. This includes timely incident communication and resolution of reported incident tickets by FI\$Cal system users.

SUPERVISION RECEIVED

Reports directly to the AA II.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

| <u>% OF TIME</u> | <u>ESSENTIAL FUNCTIONS</u> |
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| 35% | Customer and End User Support <ul style="list-style-type: none">• Monitor departmental ongoing support efforts and perform research on less complex case or incident requests for resolution.• Assist the AA II and learn the complexities of the current accounting structure, the state’s budgetary/legal basis of accounting, and numerous statewide accounting functions including budgetary controls, payroll, inter-fund transfers, payments, and investments to determine the impact of the new system on accounting-related processes at the statewide and departmental level.• Participate in providing assistance on various topics/modules related to accounting, AM, LM, GL and PC practices to departments in documenting current as-is and to-be business processes.• Learn and assist in participating in providing guidance and training to department users through User Lab Support (USL).• Conduct peer review of Virtual Instructor-Led Training (ILT) material with guidance and support by AA II. Attend and conduct ILT on various topics/modules to departments relating to accounting, AM, LM, GL and PC. |
| 25% | Research, Analyze, and Resolve Incidents <ul style="list-style-type: none">• Perform research on less complex functional issues under immediate direction from AA II.• Research, analyze and perform testing to understand FI\$Cal system functionality and provide findings to FSC teams for further analysis.• Work with BOSD staff on the FSC AP, AM, LM, AR, PC, and/or GL teams.• Assist in performing less sensitive and less complex activities necessary to achieve successful implementation of FI\$Cal system change requests.• Under close supervision, learn to work with department users to clarify the enhancement requests before allowing other teams to understand the business needs and convert them into business requirements.• Work with cross functional business teams and subject matter experts to design, review and implement the solution.• Make recommendations under close supervision of AA II in conjunction with the Department of Finance (DOF), Department of |

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| | General Services (DGS), State Treasurer's Office (STO), and SCO to ensure that the system requirements provide for sound fiscal control over the receipts and disbursements of public funds. |
| 25% | <p>Subject Matter Apprenticeship</p> <ul style="list-style-type: none"> • Assist the AA II with less sensitive and less complex FI\$Cal responsibilities including resolving less sophisticated issues and/or escalated incidents. • Review less complex enhancement item incidents with guidance and direction by AA II, and provide initial functional support and analysis to validate the request and understand Functional Design documents. • Learn to review business-related change requests and make appropriate recommendations for changes to the AA II or stakeholders. • Under immediate direction from AA II, collaborate with multidisciplinary stakeholders to ensure the design, development, and implementation of system changes addresses statewide and departmental needs for applicable business functions and applies best business practices. • Analyze less complex existing policies, standards, and procedures to assess the opportunities for improvement. • Keep abreast of current best business practices based on research as it applies to departmental and statewide financial management processes and systems. |
| 10% | <p>Documentation and Reporting</p> <ul style="list-style-type: none"> • Prepare and present status reports and updates for AA II. • Assist to develop and present less complex analyses, issue papers, and memoranda to support decision-making. • Maintain regular communication and inform AA II and FSC team of all issues related to the functional business areas. |
| % OF TIME | MARGINAL FUNCTIONS |
| 5% | <ul style="list-style-type: none"> • Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments. |

KNOWLEDGE 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.

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.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

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 have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

H/R Analyst: TMB

Date Revised: 6/14/2024