

**State of California - Department of Social Services
DUTY STATEMENT**

EMPLOYEE NAME: VACANT	
CLASSIFICATION: Associate Administrative Analyst (Accounting Systems)	POSITION NUMBER: 800-625-5304-XXX
DIVISION/BRANCH/REGION: <i>(UNDERLINE ALL THAT APPLY)</i> Administration/Accounting and Fiscal Systems	BUREAU/SECTION/UNIT: <i>(UNDERLINE ALL THAT APPLY)</i> Accounting Disburse/Contract & Cnty Pay/Contract Paymts
SUPERVISOR'S NAME: Sheela Caraway	SUPERVISOR'S CLASS: Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED (Check one):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None.

MISSION OF ORGANIZATIONAL UNIT:

The Accounting Disbursements Bureau (ADB) is responsible for fulfilling the disbursement obligations of the California Department of Social Services (CDSS) in accordance with the legal requirements of all programs administered by CDSS. The Bureau approves and processes all disbursements in accordance with the Budget Act and other statutory authority for 17 funds totaling more than \$20 billion annually. This is achieved through the implementation and monitoring of policies and procedures developed to ensure efficient compliance with all rules and regulations related to those programs.

CONCEPT OF POSITION:

Under the general direction of an Accounting Administrator I, Supervisor (AA I-Sup), the Associate Administrative Analyst (Accounting Systems) (AAA-AS) is responsible for performing complex assignments related to: system application activities (database creation, operation, and maintenance); reviewing department automation project plans and contracts; developing payment procedures; and providing technical support. The AAA-AS must be able to accurately apply accounting principles and practices, draw sound conclusions, and provide recommendations to management.

A. RESPONSIBILITIES OF POSITION:

Utilizes and maintains the County Expense Claim Reporting Information System (CECRIS) and the Financial Information System for California (FI\$Cal) to fulfill daily operational needs.

- 20% Plans, organizes, trains, and leads staff in the accounting and disbursement of various funds made to contractors. Ensures payments are made in accordance with the California Victim Compensation and Government Claims Board, State Administrative Manual, Government Codes, contract provisions and various state and federal laws and regulations.
- 20% Reviews, approves, allocates costs, and ensures allocation is available and in accordance with the Cost Allocation Plan (CAP) prior to review and approval of the automation project invoices. Prepares the CAP, encumbrances, payments, and reimbursements data for federal reports. Initiates cost allocation modifications and performs system application activities, such as database operation and maintenance, to generate payment, reporting, and ad-hoc information for accounting operations.
- 10% Acts as the liaison for the Department's automation Inter-agency Agreements (IAA) and county invoices by working with Program, the Office of Systems Integration (OSI), and/or Department of Technology. Prepares correspondence or written responses related to automation project inquiries and requests. Reviews the Department's automation projects Advance Planning and Implementation documentation and IAA as they relate to cost allocation. Maintains, initiates, and updates the Department's CAP for automation projects. Generates cost allocation data related to payment and ad-hoc reporting for automation projects and accounting operations. Ensures cost allocation methodologies and procedures are consistently utilized and encumbrance costs are reconciled with budget and CAP updates.
- 10% Provides training, technical assistance, and fiscal consultation to Department staff regarding the Department's payment process and fiscal provisions in contracts, Memorandums Of Understanding, and Master Service Agreements.
- 10% Generates and implements fiscal procedures and manuals along with updates or modifications. Documents existing system processes and procedures and makes recommendations to management for achieving efficiencies through automation. This includes system analysis, planning, development, implementation, testing, and documentation of automation solutions.
- 10% Coordinates and evaluates the Section's audit requirements regarding the implementation and maintenance of the Section's internal controls. This requires coordinating audit findings and providing timely responses to any findings that may be cited. Implements appropriate operational changes to ensure the Department is in compliance, which entails generating and implementing fiscal procedures and updating existing manuals and/or creating new manuals to reflect updates or modifications.
- 10% Reviews vouchers and accounting transactions to ensure accuracy, funds availability, and compliance with regulatory codes and legal documents. Reviews reconciliations of all payment ledgers to FI\$Cal and ensures expenditure and encumbrance data were properly recorded and accounted for. Ensures all correction batches are completed timely and efficiently.
- 5% Participates in cash flow, month end closing, and year-end accrual activities by coordinating with Department staff and external vendors to conform to the Department's requirements.
- 5% Other duties to provide support within the Accounting and Fiscal Systems Branch.

B. SUPERVISION RECEIVED:

The AAA-AS works independently. The AAA-AS is responsible for assignments made by the AA I-Sup that are provided with general instructions, as well as review and completion dates. The AAA-AS is also responsible for the timely completion of assignments in an acceptable format and apprising the AA I-Sup of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AAA-AS has daily contact with federal and state control agency staff, other state agencies, counties, and Department fiscal and program staff on a regular basis. This contact is primarily technical in nature and generally deals with complex and sensitive issues. In addition, the AAA-AS works with other state agencies' fiscal and program staff and state, federal, audit, and/or consultant staff.

E. ACTIONS AND CONSEQUENCES:

If the duties performed by the AAA-AS are inadequate, the consequences will affect the cost data and information that will be made and/or entered into the Department's accounting systems. This in turn may jeopardize the timeliness, accuracy, and integrity of the Department's financial statements and reports. Errors of this nature can adversely impact the Department's ability to make payments and report to the federal government; place the Department at risk of audit findings and loss of federal and/or state funding, including current funding; and limit the Department's ability to operate critical human services programs.

F. OTHER INFORMATION:

This position requires strong analytical, communication (written and oral), interpersonal skills, follow-through, and customer service skills while working well under pressure. The AAA-AS must also be able to use sound judgment to adjust the Unit's workload and communicate with management in a timely manner, as appropriate, in order to meet deadlines. The AAA-AS must be able to handle multiple tasks, prioritize assignments, and work well in a team environment and individually. Knowledge of personal computing applications including the Microsoft Office Suite and FI\$Cal is required, and a general understanding of automation technology is recommended.