

☒ **PROPOSED**

☐ **CURRENT**

DUTY STATEMENT



Note: Shaded area is for Personnel Office use only.

PERSONNEL REQUEST NO.		EFFECTIVE DATE
DIVISION Fiscal and Administrative Services Division	POSITION NUMBER (Agency – Unit – Class – Serial) 174-243-4582-005	
UNIT Fiscal Operations Support	POSITION CONTROL NO. 5196	
INCUMBENT Vacant	CLASS TITLE Accounting Analyst	
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.		
<p>Under the supervision of an Accounting Administrator II, this position is responsible for the analysis and correction of Accounts Payable (AP) Vouchers associated with Calaters Global expenses, manually allocating Department of General Services (DGS) direct transfer invoices and the monthly Asset Management reconciliation. A broad knowledge of the FI\$Cal accounting system is needed.</p>		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
30%	<p>Specific duties will include, but are not limited to the following:</p> <p>Review FI\$Cal errors associated with Calaters Global AP Vouchers. Create FI\$Cal helpdesk tickets to clear program subtask errors. Prepare AP Vouchers to correct Calaters funding source errors to reconcile with SCO legacy.</p>	
30%	<p>Maintain direct transfer records for Department of General Services (DGS) invoices by zeroing out DGS direct transfer AP vouchers from the appropriation reference 001 holding accounts. This includes posting net zero AP vouchers and manual allocation GL journals into FI\$Cal.</p>	
25%	<p>Perform monthly reconciliation of the Asset Management module. Independently research, analyze, and work with Facilities Unit to resolve any problems.</p>	
10%	<p>Assist with the input employee personal activity sheet information into the FI\$Cal Labor Distribution module to record salary and wage expenditures to the various departmental programs.</p>	
5%	<p>Other duties as assigned, which includes but are not limited to, assisting with unit workloads, year-end accruals, special projects, and writing/updating desk procedures.</p>	

To be reviewed and signed by the supervisor and employee:

Supervisor's statement:

- I have discussed the duties and responsibilities of the position with the employee
- I have signed and received a copy of the duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE 	DATE
Employee's statement: <ul style="list-style-type: none"><i>I have discussed the duties and responsibilities of the position with my supervisor</i><i>I have signed and received a copy of the duty statement</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE

Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File

