

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 24189	DGS OFFICE or CLIENT AGENCY Office of Fiscal Services	
UNIT NAME Contracted Fiscal Services	REPORTING LOCATION 707 3rd Street, 6th Floor, West Sacramento CA 95605	
SCHEDULE (DAYS / HOURS) Monday through Friday 7:00am-5:00pm	POSITION NUMBER 306-243-4588-010	CBID R01
CLASS TITLE Associate Accounting Analyst	WORKING TITLE Associate Accounting Analyst	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of an Accounting Administrator I (Sup) in the Office of Fiscal Services, the Associate Accounting Analyst is responsible for independently providing full accounting and financial services responsibility to assigned Client Agencies/DGS Program Offices including the proper recording, reconciliation, and reporting of accounting information and appropriations while maintaining the proper internal controls and requires an understanding of the entire accounting process and the Fi\$Cal applications.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Independently work with CFS Client Agencies/DGS Program Offices to provide accurate and timely financial information in compliance with State and Federal laws by reviewing and analyzing complex fiscal accounting data and forecast revenues, reimbursements and expenditures through the end of the fiscal year by comparing source documents received from CFS Client Agencies/DGS Program Offices, vendors, and customers, in order to prepare Financial Statements and reports to be utilized by CFS Client Agencies/DGS Program Offices, SCO, and DOF and to ensure availability of sufficient funds to meet the operational requirements utilizing MS Office and PeopleSoft.
30%	Independently work with CFS Client Agencies/DGS Program Offices to provide management reports, required quarterly reports, year-end financial statements and required Federal reports in accordance with management needs and SAM requirements by reconciling accounting records in Fi\$Cal System with SCO records and balances on monthly basis to ensure accurate and timely financial information is available to be utilized by CFS Client Agencies/DGS Program Offices, SCO, and DOF; Prepare cash flow analysis reports and year-end financial statements utilized and required by CFS Client Agencies/DGS Program Offices, SCO, and DOF in conformance with the Budgetary/Legal and/or Generally Accepted Accounting Principles (GAAP).
15%	Serve as an account manager by keeping CFS Client Agencies/DGS Program Offices informed of fiscal matters and prepare the annual Management Representation Letter by utilizing the State's resources such as SAM, Government Code, Cal HR rules, Management Memorandums, and Budget

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 Current Proposed

PERCENTAGE	DESCRIPTION
	Letters, in order to promote and be accountable for customer satisfaction and quality service.
10%	Ensure that accounting issues are resolved and alternatives are recommended in a timely manner by directly communicating and collaborating with CFS Client Agencies/DGS Program Offices, Accounting Staff, Budget Office, and control agencies by performing complex research, and verifying completion and resolution of issues by utilizing reports from FISCAL System and Microsoft Office, as necessary.
5%	Maintain and develop Chart of Accounts, cost allocation/fund split plans, and FISCAL tables and Chartfields in the FISCAL System in order to provide the foundation for accurate financial data utilized by Accounting staff, CFS Client Agencies/DGS Program Offices, SCO, and DOF.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assist with or take lead on any special projects as assigned and stay abreast with all current fiscal policies and procedures in order to advise management and perform duties through the adherence to all State guidelines, laws, rules and regulations including Management Memos, FISCAL Operations Memorandums, and Budget Letters.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.
- Ability to remain at a workstation for an extended period of time.
- This position is eligible for telework four days a week, in accordance with DGS's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

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

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED