

**DUTY STATEMENT**

**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 10/11/23
Classification: Accounting Analyst (AA) PI	Position #: 673-810-4582-965
Division/Office: Administrative Services Sacramento Headquarters	CBID: R01
Section: Systems Unit	
Supervisor Name: Shaheena Soroya	Supervisor Classification: Accounting Admin III

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Reasonable Accommodation requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

**DUTY STATEMENT**

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

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**:

MISSION OF SECTION: The Systems Unit performs a wide variety of major analytical studies, and the more professional, complex accounting systems support for the operations of the Accounting Section. Major duties include maintaining the Financial Information System for California (FI\$Cal) accounting system tables and performing the month end and year end closing processes; performing various analytical reviews, including analyzing existing accounting systems, policies and procedures; performing system studies to develop new policies and procedures.

CONCEPT OF POSITION: Under the general direction of the Accounting Administrator I (S), the Accounting Analyst (AA) will perform professional accounting work with less difficulty and complexity in the establishment and maintenance of accounts and financial records. The AA will assist, establish, and maintain various tables and reports for CARB and CalEPA funds, and appropriations to ensure fund/appropriation balances are normal and accurate in FI\$Cal.

Reconcile transactions and processes performed on a daily and monthly basis for CARB and CalEPA. Acting as a liaison with other Boards, Departments and Offices (BDO's), and Control Agencies. Coordinates and resolves the most complex multi-BOO accounting issues, etc. Prepares the daily and monthly reports for management.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Assisting, establish, revise, analyze, update, and maintain the following complex FI\$Cal tables: Cost Allocation (CA), Reporting Structure (RS), Index Code (IC), Project, Program, and Service Location (SL), etc. Assist in revising appropriate accounting tables to reflect significant changes in organization and/or program structure; serve as back-up in generating new year tables. Review analyze and prepare detailed three fiscal year cost allocation file for year-end encumbrance re-class and manage cost allocation percentage file in FI\$Cal.  Check Systems Unit email account and respond. Input customer/supplier/employee table edits, additions and deletions. Order and download special request reports for staff and management in the new FI\$Cal System. Assist in manual monthly timesheets input into FI\$Cal, timesheet adjustments, journal uploads, cost analysis and reconciliations. Process Accounting corrections and adjustments, process after cost accounting corrections and adjusting entries.

**DUTY STATEMENT**

35%-E	<p>Responsible for establishment, review, analysis and maintenance of complex tables required in the FI\$Cal infrastructure to support both internal and external needs. This includes annual creation and ongoing maintenance of tables that are necessary for the recoding and the capturing of accounting data. Check employee options table against organizational chart. Determine complex CA table set- up to cater to Budget's and Agency wide needs.</p> <p>Update and change Security binders as needed for staffing moves for check signing, security update to tables, and other authorization memos. Schedule, update and change meetings for accounting processing calendar.</p>
25%-E	<p>Review and analyze Budget Act, Health and Safety Codes and special legislation for changes to the processing procedures and the accounting system. This includes coordination with program staff, control agencies, and other departments. Review, analyze, research, identify possibly ways to improve data maintenance and recommend improvements to reporting capabilities and report formats to meet management needs and provide accounting and management reports that are more user-friendly. Assist in evaluating the accounting system with a focus for enhancements, including improving accounting procedures through application of new software and technologies.</p> <p>Review, analyze, update, and maintain the appropriation information for the California Automated Travel Expense and Reimbursement System (CalATERS), a web-based application that provides the ability to process travel advances, travel claims, and other reimbursable expenses.</p>
5%-M	<p>Responsible for evaluating year-end encumbrances, variances, expenditures, revenue and reimbursements to ensure appropriate balances in FI\$Cal systems. Monitor and control year-end adjusting entries. Act as back-up to daily, monthly, and year-end activities and provide support to the whole accounting systems unit and the rest of the Accounting Office. May perform other duties within the scope of the classification as required.</p>