

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: May 2024
Classification: Associate Accounting Analyst	Position #:673-820-4588-002
Division/Office: Administrative Services Division	CBID: R01
Section: Financial System Support & Reporting Section/AB32 Special Funds Unit	
Supervisor Name: Archana Bachhar	Supervisor Classification: Accounting Administrator I (Supervisor)

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents my assigned duties.	
Employee:	Date:

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

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- 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 the use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

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

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

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: Assembly Bill (AB 32) requires California to reduce its Greenhouse Gas (GHG) emissions to 1990 levels — a reduction of approximately 15 percent below emissions expected under a “business as usual” scenario. According to AB 32, California Air Resources Board (CARB) must adopt regulations to achieve the maximum technologically feasible and cost-effective GHG emission reductions. The AB 32 Unit assists CARB in meeting the GHG emissions reduction plan by offering administrative services that include various accounting activities and projects to facilitate goal accomplishment, e.g., implementation of the accounting-related portion of the Cap & Trade and other AB32-related programs. The unit also develops and implements accounting policies impacting Cap & Trade and other AB 32-related programs and meets with the management of the accounting branch and program staff to discuss cash flow/ revenue issues.

CONCEPT OF POSITION: Under the general direction of the Accounting Administrator I (Supervisor) of the AB32 Special Funds Unit, the Associate Accounting Analyst will independently perform the more difficult accounting duties for the California Air Resources Board (CARB) and the Office of the Secretary for Environmental Protection (CalEPA) funds related to Assembly Bill 32 (including the California Cap & Trade Program and Cost of Implementation Account (COI)). Special program activities include revenue reconciliation and reporting for Cap & Trade auction proceeds and developing and maintaining the GGRF Administration System (a program intended to manage cash flow for the Greenhouse Gas Reduction Fund). The Associate Accounting Analyst is responsible for working directly with various control agencies (State Treasurer’s Office, State Controller’s Office, Department of Finance, and California State Auditors) and acts as a liaison with other state offices on behalf of CARB and CalEPA.

<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
25% - E	Establish ongoing liaison with various GGRF (Greenhouse Gas Reduction Fund) funded agency programs and fiscal managers. Review and analyze GGRF-funded agencies’ fiscal reports generated through various accounting systems, including customized internal Greenhouse Gas Reduction Fund Administration System (GGRFAS), Financial Information System for California (FI\$CAL), Systems, Applications and Products (SAP), and others, to develop comprehensive reports for CARB management, Department of Finance (DOF), and third-party stakeholders. Review various agencies’ expenditures against their appropriations.

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25% - E	Establish and maintain ongoing liaison with CARB program managers across various divisions. Ascertain program managers' accounting data/reporting needs, identify changes in programs that affect the GGRFAS reporting and COI reporting, encourage continued use of accounting data by program managers, and regularly meet with program managers to ensure that we understand their appropriations and are regularly and accurately reconciling their tracking sheets to the accounting data. Ongoing interactions and meetings with the Transportation and Toxics Division (TTD) on GGRF auction proceeds, ensuring TTD staff are accurately reconciling their tracking sheets for appropriations to the accounting data, and providing expenditures for the GGRF annual report to the Legislature. Work with the Industrial Strategies Division to forecast estimated revenues required for the COI annual fees and review the fiscal components of the AB32 Semi-Annual Report.
20% - E	Review, analyze, research, and identify possible ways to improve data maintenance in the GGRFAS. Recommend improvements in reporting capabilities and formats that will meet management, DOF, and 3rd party stakeholders' needs. Assists in evaluating the GGRFAS with a focus on enhancements, including improving accounting procedures for utilizing the GGRFAS.
20% - E	Maintain the general ledgers for the funds managed by the AB32 Special Funds Unit, including preparing, reviewing, and analyzing monthly reconciliations between CARB and CalEPA to the State Controller's Office (SCO). Prepare the annual Financial Statements for submission to SCO and annual Consolidated Fund Reconciliations for submission to DOF. Work with CARB/CalEPA 's DOF analyst and fund users to resolve variances. Prepare and post miscellaneous SCO journal entries into Fi\$cal system.
5% - E	Use software applications (i.e., Monarch, Excel, Word, Access) to assist with maintaining data set files for data analysis. Print monthly GGRFAS reports and prepare reports for management and other stakeholders.
5% - M	Assist other accounting staff as necessary, including, but not limited to, reviewing batch input, keying transactions, approving other accounting staff's batches for release by a supervisor, and downloading daily and monthly system reports.

HRB Approved  
May 20, 2021  
C&P Authority: G. Tanguileg