DUTY STATEMENT

Employee Name: Vacant  Current Date: June 2024

Classification: Associate Accounting Analyst  Position #: 673-820-4588-006

Division/Office: Fiscal Services Division/Accounting  CBID: R01

Section: Financial System Support and Reporting Section

Supervisor Name: Muhammad Atif  Supervisor Classification: Accounting Administrator I(Sup)

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

- None  - Lead Person
- Supervisor  - Team Leader
FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: None

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 purpose of the Accounting Branch is to perform accounting services including financial reconciliation, representation to control agencies, support of centralized services for all Boards, Departments, and Offices (BDO’s) for reimbursable contracts and procurements, invoice payments, the Financial Information System for California (FI$Cal) table maintenance support and financial records management, accounts receivable for California Air Resources Board (CARB) and the Office of the California Environmental Protection Agency (CalEPA), which includes revenues, reimbursements and abatements, employee payroll and travel, specialized activities include: subvention processing and disbursements, grant disbursements for multiple specialized programs (Carl Moyer, CUPA, AQIP, Prop 1B, etc.), exceptional accounting of specific funds called out by the legislature, such as Global Warming Solutions Act of 2006 (AB 32) activities in the Air Pollution Control Fund (0115), Cost of Implementation Fund (3237), and Greenhouse Gas Reduction Fund (3228), where Cap and Trade resides, administering the Cap and Trade fund for the State of California.

CONCEPT OF POSITION: Under the general supervision of the Accounting Administrator I (AA I) (S) in the General Ledger Unit. The incumbent will perform the more difficult and complex accounting duties; the incumbent will prepare, review, and analyze the required monthly reconciliations for complex CARB and CalEPA funds/appropriations to ensure fund/appropriations balances are normal. Reconcile fund/appropriations balances with records maintained by the State Controller’s Office (SCO) and the State Treasury Office (STO). Identify any discrepancies and initiate appropriate action to correct these discrepancies. Prepare, review, analyze, research, and identify aged reconciling items, resolve by posting adjustment entries to FI$Cal, and prepare to adjust entry requests to control agencies (i.e., SCO and STO) for these discrepancies.

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<td>Independently prepare, review, and analyze fund/appropriation reconciliations monthly for the more difficult and complex CARB funds. Review and analyze monthly reports from FI$Cal to ensure data is entered correctly. Reconcile fund/appropriation balances with records maintained by the SCO and STO, identify any discrepancies, and initiate appropriate action to correct these discrepancies. Preliminary review of</td>
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batches keyed by other staff before submitting batches for release by the supervisor.

Independently prepare, analyze, and reconcile the monthly bank and aging reports. Monitor the cash balances for CARB and EPA funds daily and transfer funds to ensure sufficient fund situations. Prepare a Plan of Financial Adjustments (PFA) and estimated PFAs monthly to facilitate the payment of invoices and payroll from the clearing account. Respond to inquiries and requests from SCO and Department of Finance (DOF) for issues on assigned funds. Responsible for discussing and negotiating sensitive issues with control agencies and providing technical assistance in resolving accounting and reporting issues. Complete the post-Budget Act appropriations within the timeframe allotted and prepare monthly FI$Cal reports and other reports requested by management.

Prepare, review, and analyze year-end financial statements and activities, including adjusting entries and accruals. Prepare year-end consolidated fund reconciliations for submission to DOF, which include the preparation of the DF-117 and DF 303. Prepare to adjust entry requests to control agencies (SCO-STO.) Establish ongoing communication with CARB program managers across various divisions. Ascertain program managers' accounting data/reporting needs, identify changes in programs that affect the FI$Cal system, and encourage continued use of accounting data by program managers. Work closely with the Accounting Admin I (Sup) to plan and implement ongoing changes necessary for the FI$Cal system and internal accounting policies and procedures. Analyze FI$Cal cost allocations and program/category balances to ensure that budget, encumbrance, and expenditure information is appropriately classified and recorded. Continually evaluate processes within the office to streamline operations, maintain internal controls, and provide management with accurate and timely information. Review staff work for accuracy and quality and assist staff in solving more complex and challenging issues.

Assist, prepare, establish, review, analyze, and maintain the more difficult and complex CARB special fund/appropriations (Air Pollution Control Fund 0115) and the Volkswagen (VW) Environmental Mitigation Trust to ensure appropriation and account balances are normal. As a backup to the VW liaison, independently monitor the State Trust agreement and year-end consolidated fund reconciliations for submission to DOF and the VW Environmental Mitigation Trust to ensure any disbursements from the trust adhere to the agreement. Create a book of record for trust funds receipts,
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<td>disbursement, and investment fees. Assist in reviewing program funding plans to ensure the VW project funding amounts, such as Transit, School Bus, Class 8 Truck, Zero-Emission Freight/Marine, and Light Duty Zero Emission Vehicles, adhere to the Settlement Trust Agreement thresholds.</td>
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<td>Assist other accounting staff as necessary, including, but not limited to, coordinating with other accounting managers and supervisors and working on special projects as assigned. May perform other duties related to and under the scope of the classification.</td>
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