



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

EFFECTIVE DATE

BRANCH Financial Services Branch	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 280 - 4191 - 006
DIVISION/UNIT Accounting/Contributions/Systems & Operations	CLASS TITLE Financial Accountant I (Supervisor)
INCUMBENT NAME VACANT	WORKING TITLE System & Operation Manager

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general supervision of the Contributions Manager, the Financial Accountant I (Supervisor) manages the increasingly complex operational controls and collection processes on contributions for CalSTRS that impact pension and investment accounting activities and decisions. The Supervisor assists the Contributions manager and Assistant Director of Receivables, Billings and Contributions with complex accounting activities, internal control analyses and contributions reconciliation that have substantial impacts to the organization. The incumbent manages a team of professional accounting staff who perform complex internal control functions on over one million reporting transactions a month and provides improvements on the automation of CalSTRS financial system (BusinessDirect – BD) as it relates to contributions revenue and maintenance of existing and development of the new pension system. This FA I also works closely with the Treasury & Banking Management unit to produce case projections for liquidity management to support investment accounting activities.

% 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.
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ESSENTIAL FUNCTIONS	
25%	Manage and oversee a team of professional staff who perform complex daily and monthly control procedures on pension related financial transactions reported to CalSTRS by approximately 1,800 school districts (totaling over 1 million transactions per month). Perform detailed internal control assessments on processes that records and summarizes contribution data; assess risks of manual and automated processes and make recommendations to improve and correct any process deficiencies and improve internal controls; develop and implement new internal controls to reduce and mitigate risks; prepare and present operational statistics to the Accounting Director, the Chief Financial Officer and Branch Executives as a key control to the overall internal control process. Assess the adequacy of the contribution’s revenue accrual and excess contributions liabilities accrual models and ensure automation is performing as designed and amounts generated are supported. Considered the lead and subject matter expert on the annual return of excess contributions process, as well as the lead on operational controls on contributions revenue in support of CalSTRS annual audit. Represent the Contributions team on the Annual Update team which includes managing the testing and production run of the annual update files and reconciling START to BD. Review and analyze accruals and revenue impacting investments and investment accounting activities. Lead efforts on budget forecasting and collaborate with the Treasury & Banking unit to provide cash projections for liquidity management purposes in support of investment accounting transactions and activities. Forecast revenue projections to aid the Treasury & Banking unit on how much cash to have in various accounts and to aid the Investment Branch in making sound investment decisions that impact pension accounts.
20%	Evaluate and assess the effectiveness and efficiency of operational processes and all internal control functions as they relate to the recognition of contributions revenue and the penalties and interest (P&I) processes. Lead and represent Contributions on information technology projects including, but not limited to, Pension Solution and BusinessDirect Retrofit (BDR). Evaluate the design of work processes, internal controls, testing, and conversion; troubleshoot upon go-live and conduct subsequent monitoring and evaluation of the new system functionalities. Support complex financial system configurations to develop financial reporting as it relates to contributions. Develop, recommend, and implement financial management policies, controls, and procedures. Make recommendations to improve on system automation and provide management with operational impacts to ensure accuracy and efficiency in the processes.
15%	Direct staff in managing the penalties and interest (P&I) dispute process. Analyze the application of complex P&I rules; evaluate the validity and accuracy of the system’s assessment of P&Is; provide recommendations to management to resolve disputes. Ensure ongoing compliance with P&I legislation

<p>15%</p>	<p>and research new or revised legislation impacting P&I. Provide system functional evidence to support recommendations to improve P&I related legislation. Act as a liaison and first point of contact to external entities and partners such as counties, independent school district employees, district representatives, and other interest group representatives on P&I related issues or inquiries.</p> <p>Lead and maintain the Schedule of Proportionate Share (SPS) as part of CalSTRS’ annual financial audit; analyze and ensure all employer contributions, accruals and data are accurate and properly compiled and published in the financial statements. Maintain and support the Employer Reconciliation Report to assist employers in their reconciliation and financial reporting process; verify individual elements on the Report includes actual reporting, actual return of excess contributions, and accrual of current year revenue and liabilities; ensure reversal of prior year revenue and liabilities are classified accurately. Perform complex general ledger (GL) accounting activities including preparing complex journal entries and accruals for financial statements; complete a financial analysis of the outcome and identify any trends; apply Generally Accepted Accounting Principles (GAAP) to accounting transactions, policies, and financial reporting. Analyze and resolve complex employer and member contribution variances between BusinessDirect (BD) and pension subledger, START. Conduct ongoing risk assessments and lead internal control activities to ensure the schedules and GL adjustments are accurate; provide recommendations on improving financial management policies, internal controls, and procedures; implement change, as necessary. Participate in cross-functional teams to formulate appropriate accounting approaches and methods to meet management objectives.</p>
<p>10%</p>	<p>Direct and train staff to support upper management within Accounting, Employer Services, and other Divisions to identify and resolve employer inquiries and issues as it relates to contributions revenue and CalSTRS secure portal, CAP. Research and apply legislative requirements, the Education Code, IRS rules, pension laws and regulations, federal and state regulations, and GAAP standards to create and/or update appropriate job aids, guidelines, policies, and procedures impacting Contributions.</p>
<p>10%</p>	<p>Conduct complex and specialized analyses to project annual budgets for State contributions, School Land contributions, DB, CB, DBS, LTE, by employer and member contributions, and separated between 2@60 and 2@62 programs. Manage State contributions and School Land contributions to ensure accurate amounts are received timely. Research and provide recommendations to manager on proposed legislative changes to address any impacts on the contributions revenue recognition process.</p>
<p>5%</p>	<p>MARGINAL FUNCTIONS</p> <p>Collaborate with the Accounting Director, Banking & Management unit, SCO, State Lands Commission, and other controlling agencies for timely reporting of state contributions, as required under the Education Code. Participate in cross-functional teams to formulate appropriate accounting approaches and methods to recommend to management.</p>

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position’s CalSTRS class competencies:

- Decision Making
- Diagnostic Information Gathering
- Ethics and Integrity
- Influencing Others
- Interpersonal Skills for Relationship Building
- Planning and Organizing
- Professional and Personal Development
- Technical/Professional Knowledge and Skills
- Thoroughness

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

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)

EMPLOYEE'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED