

**CALIFORNIA STATE TREASURER'S OFFICE**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Administration				POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-4588		Position ID
UNIT Accounting				CLASSIFICATION TITLE Associate Accounting Analyst		
TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE Associate Accounting Analyst	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
<b>DIVISION OR BCA OVERVIEW</b>						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Administration Division provides support services to the various programs as well as to the Authorities directly associated with the Treasurer's Office. These responsibilities include accounting, budgeting, business services, personnel management, labor relations, Equal Employment Opportunity Office, training and management analyses.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision from the Accounting Administrator II, the incumbent shall independently perform complex professional and financial accounting functions for Boards, Commissions, and Authorities (BCAs). Each BCA has special reporting requirements. Duties shall include the following:						
<b>% of time performing duties</b>	<b>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.</b>					
35%	Analyze, evaluate, and record various financial activities in Fi\$Cal for General Fund, Bond Funds and Specials Funds for the assigned BCAs. Reconcile accounting records in Fi\$Cal System with SCO's Fund and Agency reconciliation reports on monthly basis. Identify, research, analyze and take corrective action in timely manner to clear reconciling items. Monitor and forecast the cash and appropriation balances to ensure sufficient balances are available for the program operations. Provide management with monthly cash analysis and expenditure reports.					
10%	Build Plan of Financial Adjustment (PFA) reconciliation worksheet by verifying the accounting data on PFA reports generated from Fi\$Cal system and make adjustments to this report in PFA worksheet by analyzing various accounting data. Finalize PFA for the submission to SCO.					
15%	Solely responsible for year-end accruals and completion of financial statements for assigned BCAs. Prepare manual financial statements utilizing accounting data and reports generated by Fi\$Cal accounting system.					
10%	Maintain and update the Fi\$Cal tables which include Chart of Accounts, Labor Distributions and Cost Allocation/Fund Split plan.					
10%	Analyze legislations affecting the BCAs' programs. Establish new programs and/or update the existing programs by working with management, control agencies and Fi\$Cal. Analyze impact of control agencies' procedure and policy changes and recommend management of any procedural updates needed for STO accounting.					
10%	Work with independent auditors on BCAs audits which are statutory required, and respond their inquiries in timely manner. Perform analysis and researches of causes if variance of expenditures and revenues are more than 10% compared to prior year's expenditures and revenues.					
5%	Approve vouchers and purchase orders in Fi\$Cal					
5%	Perform other job-related duties.					
<b>SPECIAL REQUIREMENTS</b>						

**N/A**

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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