



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)
CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK (IBANK)

POSITION DUTY STATEMENT

Classification Title: Associate Accounting Analyst	Unit: Fiscal Unit	Name:
Working Title: Associate Accounting Analyst	Position Number: 373-105-4588-002	Effective Date:

GENERAL STATEMENT:
<p>Under the general direction of the Fiscal Unit Manager, the Associate Accounting Analyst performs independently at the full journey level and is responsible for maintaining complex and difficult accounting records for all of the California Infrastructure and Economic Development Bank's funds, as well as other related accounting duties. IBank undergoes an external annual audit and issues a comprehensive annual financial report. The Associate Accounting Analyst will serve as a lead person in preparing and reviewing financial statements in conformance with both a legal basis and Generally Accepted Accounting Principles (GAAP), resolving accounting and auditing issues related to state and federal funding, and performing professional accounting duties to establish and maintain records of highly complex funds for IBank.</p> <p>As a valued member of the California Infrastructure and Economic Development Bank (IBank) team, each employee is expected to report to work regularly and on time; work cooperatively with team members and others; and treat others fairly, honestly, and with respect. Each employee is expected to achieve the highest possible standards for performance and quality of work products, including clarity, coherence, and consistency in articulating an overall vision and direction for the program responsibilities and duties. In addition, produce the highest possible quality written documents to ensure maximum effectiveness in communications. Essential aspects of quality written documents include, but are not limited to, compliance with IBank's writing style and universally-recognized rules of grammar, punctuation, and spelling, as well as parallel construction of sentences, paragraphs, and documents; precision and accuracy in presentation of data, statistics, and conclusions; consistency in use of concept descriptions and preferred terminology as set forth in base documents for programs and projects; consistency and logic in formatting and headings; accuracy and consistency in details, such as names, abbreviations, dates, and numbers.</p>

ESSENTIAL FUNCTIONS:	
35%	Independently performs and analyzes professional and complex accounting data to draw sound conclusions and complete fiscal-related duties that require expertise and understanding of the entire accounting cycle for various IBank State and Federal funds (the Small Business Expansion Fund, Climate Catalyst Fund, and

	<p>other IBank funds). Identify ways of using accounting data for management purposes and encourage a greater use of accounting data to support IBank's programs and/or goals.</p> <p>Responsible for complex technical and professional accounting duties related to the establishment, maintenance, and reporting of accounting records. Prepares clear, comprehensive, and concise reports that support IBank's programs, which may include, but are not limited to, providing estimates of expenditures, reimbursements, and revenues; advising management of forecasted expenditures relative to budgeted expenditures; forecasting, determining and managing necessary cash flow to support financial operations; identifying significant trends and making comparisons to previous accounting periods. Establish new accounts, monitor fund balances, and analyze the appropriateness of transactions. Advises management on the condition of accounts and makes recommendations on specific problems relating to the accounts and the effective course of action.</p> <p>Utilize fundamental accounting principles and methodologies to oversee and sustain accounting records. Diligently observe appropriation balances, scrutinize transaction validity, manage and sanction expenditures, confirm fund availability, present accurate accounting reports, and uphold the control records within the accounting system.</p> <p>Conduct thorough analysis of diverse accounting data, identifying and alerting management to any accounting inconsistencies or potential shortfalls in funds, ensuring accurate financial reporting. Assess agency-related accounting documents and transactions, determining the most fitting accounting treatment for integration into QuickBooks.</p>
<p>20%</p>	<p>Assess and synchronize funding alternatives, document circulation, system architecture, and deployment. Tasked with gauging the ramifications of policy alterations and procedural shifts by control agencies. Adapt pre-existing processes or formulate novel procedures to align with these policy modifications. Revise existing or develop new processes and/or procedures to adhere to policy changes.</p> <p>Oversee the consistent monitoring, handling, and reconciliation of IBank funds' daily activities. Compile monthly SMIF reconciliations, Expenditure Verification reports, monthly Labor Details reconciliation summaries, and quarterly Budget to Actual evaluations specific to IBank funds.</p> <p>Harmonize accounting details from a variety of reports, spanning monthly, quarterly, and yearly intervals, sourced from QuickBooks, CFS (including FI\$Cal, STO, SCO), and the Benedict loan system. Detect emerging patterns, propose enhancements to the system, and rectify inaccuracies arising from the input of accounting transaction data.</p> <p>Establishes a cooperative relationship with the Department of General Services - Contracted Fiscal Services (CFS) to coordinate accounting functions such as reports, information sharing, and problem-solving. Serve as a bridge between various internal sections within IBank. Undertake the role of primary contact for matters related to budgets, contracts and procurement, and overseeing control entities.</p>

<p>15%</p>	<p>Receive and transfer state and federal funds provided to IBank in alignment with California's control agencies' financial organization and procedures.</p> <p>Oversees the maintenance of loan accounting records within the Benedict loan system. Inputs relevant data into Benedict, producing various loan accounting reports such as trial balances, loan payment histories, forecasting reports, and other tailored reports to bolster IBank's decision-making processes and initiatives.</p> <p>Drafts and dispatches loan payment invoices and payment histories to borrowers. Collaborates closely with the ISRF team to curate and assess loan amortization schedules. Identifies and reports any discrepancies or issues within the Benedict loan system to the management.</p> <p>Scrutinizes loan disbursement requests to ensure precision and logs these transactions in both QuickBooks and the loan servicing software. Reconciles monthly interest accruing on non-disbursed funds, and remits interest income to borrowers either post full disbursement or annually every August.</p> <p>Upholds independent reports and datasets pivotal to the auditing process, such as the Loan Roll, Origination Amortization Fee Schedule, Loan Payment Schedule, and Loan Accruals.</p> <p>Suggests corrective measures to rectify discrepancies or errors. Engages with the Benedict vendor to integrate yearly updates and enhance the system's capabilities.</p>
<p>15%</p>	<p>Conducts an in-depth analysis of transactions, posts them, and ensures their reconciliation in the QuickBooks accounting operating system. Generates comprehensive financial reports and statements aligned with the State of California's financial procedures for management's assessment. Oversees the integrity of the general ledger accounts, scrutinizes encumbrances and expenditures, and offers assistance in the review and endorsement of vouchers. Facilitates the recording of deposits, pinpoints discrepancies, and institutes necessary amendments.</p> <p>Drafts official requests on behalf of the trustee to authorize the movement of funds across accounts or the release of funds. Supervises the relocation of IBank funds, guaranteeing alignment with the State of California's investment policies and directives from IBank. Confirms the availability of adequate cash and appropriation authority when needed, ensuring accounting documents and transactions are correctly recorded. Proposes solutions to rectify any discrepancies or errors.</p>
<p>10%</p>	<p>Aids in the crafting of financial statements, ensuring they align with legal standards and the Generally Accepted Accounting Principles (GAAP). Manages the preparation and posting of adjusting and accrual entries, delves into and resolves outstanding matters, and oversees the dispatch of annual audit confirmation letters. Orchestrates year-end activities and reporting in collaboration with GO-Biz Administrative Business Services, CFS, and IBank's external auditors. Acts as the primary point of contact for IBank's external auditor. Consistently reviews and fortifies accounting controls, and when necessary, refines or introduces new accounting procedures.</p> <p>Regularly harmonizes, on both monthly and quarterly intervals, assets like cash, cash equivalents, and investments located with the State at the State Treasurer's</p>

	Office and those managed externally by trustees. Manages the recording of accounting transactions within QuickBooks, pinpointing and rectifying any discrepancies. Composes cash flow summaries to aid management decisions.
5%	Trains or cross-trains new and existing staff. Perform special assignments and other accounting and fiscal-related projects as requested. Act as a lead in the unit manager's absence.

SUPERVISION EXERCISED

The Associate Accounting Analyst will not provide direct supervision. The incumbent is expected to exercise individual initiative, utilize goal setting, possess a strong work ethic, be organized, and meet deadlines.

SUPERVISION RECEIVED

The Associate Accounting Analyst will work under the general direction of the Fiscal Unit Manager. The incumbent is expected to exercise individual initiative, utilize goal setting, possess a strong work ethic, be organized, and meet deadlines.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with other IBank staff, DGS, and other State departments, ISRF Program borrowers, external auditors, the IBank Board, trustee banks, financial development corporations in the SBLGP, and others.

INITIATIVE AND INDEPENDENCE OF ACTION

This position requires a high degree of administrative, technical and management capability over extremely sensitive financial assistance transactions and matters. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in complex situations without direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

CONSEQUENCE OF ERROR

Delays, mistakes, or errors in judgment can lead to inaccurate financial information and reports, and loss of credibility.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed, and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

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Associate Accounting Analyst California Infrastructure and Economic Development Bank	Date
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Employee's Printed Name:

Supervisor's Signature:

Financial Accountant II, Fiscal Unit Manager California Infrastructure and Economic Development Bank	Date

Supervisor's Printed Name: