

DUTY STATEMENT



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| 1. Institution/Division/Office: Central Office / Fiscal Services/CALPIA | | 2. Unit/Industry/Enterprise: Reports & Reconciliation Unit | |
| 3. Classification Title: Associate Accounting Analyst (AAA) | | 4. Proposed Incumbent (if known): Vacant (RA) | |
| 5. Current Position Number (Agency-Unit-Class-Serial): 063-041-4588-916 | | 6. Effective Date: | |
| 7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Accounting Administrator I (Supervisor), the Retired Annuitant (RA) will assist with the research and analysis on various accounting functions in the Reports & Reconciliation Unit. Assist with researching and developing responses to accounting and financial reporting issues, and analyzes financial reports, sub-ledger and General ledger functions. | | | |
| 8. Work Schedule: M-F, between 8:00 a.m. – 5:00 p.m. (Flexible within core business hours) | | | |
| 9. Percentage (%) of time performing duties: | | 10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first. | |
| 35% | | <p style="text-align: center;">ESSENTIAL FUNCTIONS</p> Perform monthly reconciliations and analysis of the Enterprise Resource Planning (ERP) systems with the associated General Ledger accounts such as cash reconciliation, revolving fund reconciliation, and bank reconciliation. In addition, perform analysis and reconciliation of various Accounts Receivable accounts including Operating Revenue and summary reconciliations of Operating Revenue, Abatements, Reimbursements, A/R Other, Unapplied Remittances, and "Uncleared Collection" accounts. Analyze and reconcile Fixed Asset Purchases from Fixed Asset subsystem with ERP general ledger. Prepare monthly recap Fixed Asset disposition spreadsheet. Analyze and complete the monthly Fixed Asset comprehensive reconciliations. And annual summary Fixed Asset recaps related to purchases, surveys, and depreciations. Prepare the necessary manual journal entries and transactions to complete the reconciliation process or train/mentor appropriate accounting staff to complete journal entries. | |
| 20% | | Assist in fiscal year-end processes including working with external financial auditors and CALPIA staff in Accounting, Operations Division, and field personnel. Complete analysis for Gross Margin Analysis (GMA), and complex year-end schedules, prepare and post journal entries, and prepare detailed analysis based upon external auditor requests and checklist such as year-end vacation accrual and other revenue accruals. Prepare year-end budgetary-legal reports to the State Controllers Office (SCO) | |
| 20% | | Analyze, prepare, and post monthly Fixed Asset transfers, surveys, and reclassification. Analyze, prepare, and post monthly allocations including PRO RATA. Research, analyze, and communicate accounting staff in correcting invalid GL combinations. Clear monthly surplus and abatements from subsystem. Analyze, prepare, and post IITs (Inter Institution Transfer of product orders) including Construction Services invoices. Analyze, prepare, and post monthly accrued sales tax allocations. Review, research, and prepare all monthly journal entries from State Controllers Office tab run and other State agency invoices, etc. Monitor, identify, research and correct billings for all enterprises. Prepare and post monthly Surplus Money Investment Fund interest. | |
| 20% | | Update financial templates when needed. Research and understand GASB and GAAP rules. Analyze existing accounting practices/procedures which are deficient or functioning improperly; establish new accounting policies and procedures as necessary and recommend alternatives to the Chief of Accounting. Develop accounting processes by preparing clear, comprehensive, concise procedures including examples of journal entries. Create, maintain and communication procedures in International Organization for Standardization (ISO) format. Prepare financial write-ups for management based on analysis of work assignment. | |
| (Continued on Page Two) | | | |

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| <p>9. Percentage (%) of time performing duties:</p> <p>5%</p> | <p>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</p> <p style="text-align: center;">MARGINAL FUNCTIONS</p> <p>Participate on ERP and other special project teams; perform other analytical duties as requested by management. Research and analyze accounting transactions from ERP system and advise management of any issues arise with possible solution</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p> <p>Practice good judgment, tact, initiative, and diplomacy in doing research and analyze complex financial data and issue in accordance with Accounting Principles for accuracy, trends and organizational impact</p> |
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11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:

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| PRINT EMPLOYEE NAME: | EMPLOYEE SIGNATURE: | DATE: |
| PRINT MANAGER/SUPERVISOR NAME: Andreea Slabu | MANAGER/SUPERVISOR SIGNATURE: | DATE: |
| HR APPROVAL: NL 3/10/2025 | | |