

DUTY STATEMENT

(07/14)

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Effective Date:

03/2025

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial)
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Associate Accounting Analyst (Limited Term – 1 Yr)
4. WORKING HOURS/SCHEDULE TO BE WORKED 40 Hours Weekly	5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

All employees are expected to work cooperatively with others; maintain regular, consistent and predictable attendance; possess integrity, initiative, dependability and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst (AAA) Limited Term, works independently performing a wide variety of difficult and complex financial and accounting analysis, reconciling and preparing Generally Accepted Accounting Principle (GAAP) financial statements, budgetary/legal basis financial statements, and additional duties that include, but are not limited to:

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
50%	<p>ESSENTIAL FUNCTIONS - In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</p> <p>DAY TO DAY OPERATIONS & REPORTING</p> <ul style="list-style-type: none"> Analyze and resolve reconciling items in Fund, Bank, ORF, Cash, Encumbrance, Property, Accounts Receivable, Reimbursement, PFA, SMIF and General Ledger reconciliations in conformance with statewide accounting practice across various state funds utilized by the agency. Review and analyze accounting records, expenditures, revenue, and/or reimbursements to ensure compliance with applicable accounting principles Determine the proper accounting treatment for adjustments and corrections to Fi\$Cal for complex reconciling items Identify, research, analyze and take corrective action in a timely manner to clear reconciling items. Provide guidance and training to accounting staff as a subject matter expert (SME) on how to resolve complex reconciliation issues. Communicate and respond to emails with Department of Fi\$Cal, State Controller's Office, State Treasurer's Office, Department of Finance and various internal/external entities concerning accounting matters in a timely manner. Assist with FI\$Cal entries related to AP, AR, GL, PO and other modules and ensure they are approved/resubmitted/corrected in a timely manner. Provide and update reports for the Accounting Manager and/or SCC management when requested.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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45%	<p>ESSENTIAL FUNCTIONS (CONTINUED)</p> <p>OTHER ACTIVITIES</p> <ul style="list-style-type: none"> Assist the accounting staff to complete and reconcile Month-End Close, Year-End Close, and other related fiscal activities and reports within set timelines. Reconcile accounting records in Fi\$Cal System with SCO's Fund and Agency reconciliation reports on a monthly basis. Prepare year-end financial statements in accordance with the SCO Year-End Procedure Manual and DOF Reporting Requirements, utilizing accounting data and reports generated from Fi\$Cal Prepares the Detailed Fund Balance Report (DFB-303) and Past Year Expenditure Reconciliation (DF-304) for required funds Review various funds' budget, expenditure, accrual, and encumbrance report to identify trends, errors and real and/or potential problems. Identify, analyze, and research reporting errors and provide suggestions for correction. Provide updates on the accounting procedures manually on a quarterly basis, tracking which changes have been updated, working closely with each accounting staff to ensure steps are properly captured and documented. Assist the Accounting Manager with any special projects that may arise.
<p><u>5%</u> 100%</p>	<p>MARGINAL FUNCTIONS:</p> <ul style="list-style-type: none"> Provide training to new or existing accounting staff. Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion. Performs other job-related duties as needed. Follow the Records Retention Schedule and maintain proper protocols for storing accounting documents.

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	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.</p> <p>Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> ➤ Focus attention to detail and follow-through. ➤ Ability to act independently, positive attitude, open-mindedness, flexibility, and tact. ➤ Able to work independently and in a team situation. ➤ Excellent organizational skills. ➤ Display good interaction skills. ➤ Proficiency with MS Office (Word, Excel, and Outlook). ➤ Communicates well verbally and written formats. ➤ Consistently exercise a high degree of initiative. ➤ Analyze situations and adopt effective course of action. ➤ Deal with individuals with a range of moods and behaviors in a tactful and congenial manner. ➤ Multitask, meet deadlines, and adjust to changing priorities. ➤ Excellent attendance, punctuality record and dependable. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Ability to qualify for a fidelity bond.</p> <p>WORKING CONITIONS</p> <ul style="list-style-type: none"> ▪ Office setting; Monday through Friday; prolonged periods of sitting. ▪ Work on a computer up to 8 hours a day on occasions. ▪ Ability to lift up to 15 pounds. ▪ Work is Indoor, although it may be necessary occasionally to go outdoors. ▪ May require an employee to work in stressful or time-pressured situations. ▪ Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner. ▪ Travel by car or plane, with overnight stays necessary on occasion. <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</i></p> <p>Reading: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis</p> <p>Writing: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</p>

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	<p><u>Mathematics</u>: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning</u>: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills</u>: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability</u>: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Self and career development</u>: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking</u>: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments</u>: Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>