

**DUTY STATEMENT**



1. <b>Institution/Division/Office:</b> Central Office/Fiscal Services Management/Accounting		2. <b>Unit/Industry/Enterprise:</b> Inventory Management Unit	
3. <b>Classification Title:</b> Accounting Analyst		4. <b>Proposed Incumbent (if known):</b> Vacant	
5. <b>Current Position Number (Agency-Unit-Class-Serial):</b> 063-047-4582-001		6. <b>Effective Date:</b>	
7. <b>Briefly (1 or 2 sentences) describe the position's organization setting and major functions:</b>  Under the direction of the Accounting Administrator I (Supervisor) of the Inventory Management Unit, the incumbent performs analytical functions for the Inventory Management Unit.			
8. <b>Work Schedule:</b> Monday-Friday; 8:00am-5:00pm			
9. <b>Percentage (%) of time performing duties:</b>		10. <b>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.</b>	
30%		<p style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></p> <p>Identifies inventory trends and makes projections using actual and historical data to determine appropriate levels of inventory on hand for projected production. Gathers, calculates, and analyzes inventory data from CALPIA manufacturing enterprises in accordance with accounting principles to monitor inventory levels for appropriateness to production plan. Develops, updates, and reconciles inventory-related spreadsheets while ensuring accuracy, e.g., cost roll ups, inventory level comparison reports, earned hours reports, standard cost greater than list price, etc.</p>	
30%		<p>Assists in the evaluation, planning, and implementation of inventory management and related accounting processes; assists in the development and continuous improvement of inventory-related ISO procedures and work instructions. Researches and analyzes inventory variances, making monthly adjustments in the Enterprise Manufacturing and Planning Resource database (ERPLx) as needed.</p>	
25%		<p>Analyzes the appropriateness of manufacturing enterprise inventory transactions performed by field staff; assists in the preparation and maintenance of monthly inventory reports; maintains and monitors cost accounting monthly general ledger journal entries relating to inventory adjustments. Researches, maintains, analyzes direct labor data from Accounting, raw material and supply contract data from Business Services, and updates product costs in ERPLx for manufacturing enterprises. Identifies existing or potential inventory and accounting related problems; assists in the analysis of the inventory-related aspects of the financial statements.</p>	
10%		<p>Research accounting laws, regulations, policies, and procedures, including best practices, regarding the disposal of obsolete inventory. Make recommendations to management on alternatives for disposal, donation, or recycling.</p>	
		(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;"><b>MARGINAL FUNCTIONS</b></p> <p>Perform other assigned analytical duties to support the Accounting Services Unit as requested by Fiscal Management. Participate on team projects as requested by management to evaluate processes and develop enhancements and data. Required to work hours more than a normal workweek (Monday-Friday 8:00–5:00) to meet accounting deadlines determined by the inventory Management Unit - Supervisor and/or Fiscal Management.</p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></p> <p>Expected to have strong ability to analyze data, good interpersonal skills with all levels of staff, be a team player, be able to multi-task while maintaining efficiencies and accuracy and have the willingness to learn and perform detailed work, be dependable; and communicate effectively in both writing and orally.</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:

<p>PRINT EMPLOYEE NAME: Vacant</p>	<p>EMPLOYEE SIGNATURE:</p>	<p>DATE:</p>
<p>PRINT MANAGER/SUPERVISOR NAME: Adam Colette</p>	<p>MANAGER/SUPERVISOR SIGNATURE:</p>	<p>DATE:</p>
<p>HR APPROVAL: SC 04/08/2025</p>		