

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

10644-OFS/CFS

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fiscal Services	POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-4588-005
UNIT NAME AND CITY LOCATED CFS Fiscal Services (CFS), West Sacramento	CLASS TITLE Associate Accounting Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday FLEX 7 a.m. to 6 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 6 th Floor
PROPOSED INCUMBENT (If known) VACANT	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Accounting Administrator II, the Associate Accounting Analyst is responsible for independently performing complex budgeting, accounting, reporting and accounting systems duties.

% of time performing duties	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>
	<p><i>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</i></p> <p>CFS is a section within the DGS Office of Fiscal Services that offers comprehensive financial services (e.g. accounting) to State entities with varying sizes, programs and accounting structures. Clients can range from the least complex State entity with an average of two programs and two funding sources, moderately complex State entity with multiple programs and funding sources, to the most complex entities that require specialized accounting and financial reporting (e.g. bond and federal funds).</p> <p><i>The incumbent is responsible for ensuring that all work is performed in accordance with State and Federal laws and rules, Generally Accepted Accounting Principles (GAAP), departmental directives, the State Administrative Manual (SAM), CalHR rules, Victim Compensation and Government Claims Board (VCGCB) rules, FISCAL Procedures Manual, Uniform Codes Manual, Government Code, Department of Finance's (DOF) Management Memos and Budget Letters, and State Controller's Office (SCO) rules and regulations utilizing MS Office, FISCAL and/or CFS in-house automated systems in order to provide accurate and timely professional fiscal services to our clients and fiscal control agencies.</i></p>

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

SUPERVISOR'S NAME (Print) Sandy C. Wong-Guan	SUPERVISOR'S SIGNATURE	DATE
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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 balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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35%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>In order to provide accurate and timely financial information to clients in compliance with State and Federal laws:</p> <ul style="list-style-type: none"> • Perform complex forecasting for the clients and management by analyzing prior year expenditures and other cost factors in order to project future costs of client programs. • Prepare complex calculations to estimate and forecast revenues, reimbursements, and expenditures for the current and budget years. • Review and analyze revenues, reimbursements, expenditures, and outstanding obligations to ensure that there are sufficient funds available to meet the operational requirements and needs of the client and determine the proper accounting treatment. • Analyze code and record complex accounting transactions into the FI\$CAL and/or CFS in-house systems. • Reconcile and make adjustments to accounting records by comparing our records and balances to SCO's records and balances. • Ensure clients are in compliance with Internal Control Policy and advise clients with separation of duties functions to protect State assets.
30%	<p>In order to provide management reports, required quarterly reports, year-end financial statements and required Federal reports in accordance with management needs and SAM requirements, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Analyze complex fiscal accounting data and present the fiscal information in a format usable by the client management. • Analyze current year financial data and forecast revenue, reimbursements and/or expenditures through the end of the fiscal year to prepare financial statements. • Prepare cash flow analysis reports based on client trends to assist in management of cash requirements to support their financial operations. • Work with the client to collect and record year-end accruals for use in preparing the year-end financial reports as required by the DOF and SCO. • Analyze the year-end accruals for accuracy, appropriateness, and its effect on the appropriation/fund balance. • Prepare the year-end reports in conformance with the Budgetary/Legal and/or GAAP basis.
15%	<p>In order to account for, prepare and report accurate and timely fiscal information utilizing the FI\$CAL and/or CFS in-house table system, the incumbent will:</p> <ul style="list-style-type: none"> • Analyze customer needs and financial data that in conformance with legal and /or General Accepted Accounting Principles (GAAP). • Develop and input tables annually into the FI\$Cal and/or CFS in-house system based on the customer needs and financial requirements. • Evaluate and maintain the FI\$CAL tables and Chartfields and/or CFS in-house system tables as client's Government Budget Act and business operation require. • Develop cost allocation/fund split plans in order to allocate indirect costs between programs and funds in FI\$Cal.
15%	<p>Serve as an account manager and keep clients informed of fiscal matters utilizing the State's resources such as SAM, Government Code, CalHR rules, Management Memorandums, Budget Letters, etc.</p> <ul style="list-style-type: none"> • Consult with clients to evaluate internal and administrative controls. • Work with assigned clients to prepare the annual Management Representation Letter to the Department of Finance and the bi-annual Financial Integrity and State Manager's Accountability Act reporting requirement (FISMA). • Promote and be accountable for customer satisfaction and quality service.
5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>Read and understand current fiscal policies and procedures in order to keep up with the latest changes. This includes Management Memos, FI\$CAL Operations Memorandums, and Budget Letters.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p>

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	<p>Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; principles of electronic data processing; principles of policy formulation; statistical methods; principles of finance; business law; principles of business management, and the uniform accounting system and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities.</p> <p>Ability to: Apply accounting principles and practices; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, comprehensive, and concise reports; apply principles of finance and develop financial policy; apply statistical methods; analyze a variety of accounting data; identify trends, make projections, and draw conclusions; make sound decisions and recommendations with regard to accounting problems; work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs; establish and maintain cooperative relations with those contacted in the work; interpret and apply laws, rules, standards and procedures: and communicate effectively.</p> <p><u>SPECIAL PERSONAL CHARACTERISTIC</u></p> <ul style="list-style-type: none"> • Ability to qualify for a fidelity bond. <p><u>DESIRABLE QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Ability to act independently. • Ability to organize, set priorities, and work on multiple tasks. • Ability to work under time constraints and focus attention to detail. • Ability to provide excellent customer services. • Solid knowledge of accounting principles and financial statements preparation. • Expertise in Microsoft Word and Excel. <p><u>ADDITIONAL DESIRABLE QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • General Ledger Experience in State Accounting • Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications or business composition. <p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> • Interact successfully in a team environment. • Promote and be accountable for customer satisfaction and quality service. • Efficiency, conscientiousness and professionalism. • Ability to act independently, display open-mindedness, flexibility and tact. • Foster a team environment and provide positive direction. <p><u>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES</u></p> <ul style="list-style-type: none"> • Appropriate attire for an office environment. • Requires ability to effectively handle stress and meet deadlines. • Frequent daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation. • Requires effectiveness in completing assignments having frequent deadlines and changing priorities.

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