



DUTY STATEMENT

Classification: Associate Accounting Analyst		Position Number: 161-4588-001
Division/Office/Section: AFITSD/Accounting		
Location: Sacramento	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Brandon Smith		
Collective Bargaining Identifier (CBID): R 01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the supervision of the Accounting Administrator I, the Associate Accounting Analyst will perform a variety of accounting tasks and financial analysis in the management of the California Beverage Container Recycling Fund (CBCRF). Additionally, this position is responsible for the coordination and implementation of new accounting systems, as well as being an Accounting liaison to auditors and other fiscal offices. This position maintains cooperative and constructive relationships with CalRecycle staff and contacts outside of CalRecycle and uses work time effectively/efficiently in completing all assignments within agreed upon deadlines. Follows instruction and accepts supervisory suggestions for work improvement. Follows policies and procedures established by CalRecycle and the various laws/rules governing accounting reporting.

ESSENTIAL FUNCTIONS

- 35% Responsible for the analysis of accounting and budgetary data in preparation of a cash forecasting model for **CBCRF** assets and programs.

This includes identifying significant trends and making comparisons to previous accounting periods, monitoring fund balances (both cash and appropriation), and determining forecasted cash balances. Ascertain the best methodology for forecasting revenue and expenditures, and make projections based on different financial scenarios. Analyze proposed legislation for impact on departmental fund operations.

- 10% Perform the State Controller's Office (SCO) Appropriation Reconciliation for **CBCRF** assets, which include multiple appropriations, some of which are continuous/ fixed charge. Reconciliations require adjusting SCO cash-basis account balances to compare to Departmental modified accrual account balances for shared/non-shared funds. Verify appropriation balances are not over-expended, and that general ledger postings are consistent with the Budget Act/Statute for which the appropriation was created. Perform/follow up on corrections as needed. Monitor appropriation postings, ensure that fiscal year postings are correct, and make adjustments as necessary. Analyze reverting balances against document file and advise management of closed documents.

Responsible for developing and maintaining process of reconciliation of cash (1140/1210/1410) balances for the CBCRF (including shared funds). This includes the gathering and analysis of all transactions (including those from other departments) from SCO Agency Reconciliation Reports, SCO Fund Reconciliation Reports, and/or inquiry with other departments to categorize transactions to ascertain the activities of the fund.

- 10% Act as liaison with internal and external auditors to ensure management is meeting the requests and needs of the external auditors in order to fulfill the annual Federal Information Security Management Act (FISMA) audit, and to ensure that ongoing post audit practices will leave an adequate audit trail for future annual or spot audits. Make recommendations on policies and practices in response to audit findings, as well as the ensuing implementation and integration of approved policies into ongoing organizational and accounting procedures.

Perform evaluation and recommendation of changes as necessary to ensure an adequate separation of duties plan and internal control.

- 10% Responsible for the coordination and implementation of Electronic Funds Transfer (EFT) '*In*' (funds paid into the department). This includes designing and installing a new system and procedure in the accounting office and further diagnosing accounting and EDP-related system problems as they relate to the accomplishment of processing and documenting the receipt of electronic funds.
- 10% Act as backup for Remitting funds to the State Treasury.

MARGINAL FUNCTIONS

- 5% Coordinate the transmittal of Claim Schedules for SCO applicable CBCRF assets and programs. Prepare the Daily Cash report and transmit to management.
- 5% Actively participate in decision-and policy-making sessions as it relates to fund conditions and forecasted financial operations, and assist in the preparation of departmental, stakeholder, and legislative reports including but not limited to the CBCRF Quarterly Report.
- 5% Assist the Budget Office in the preparation of the Prior Year (PY) revenue, expenditure, and adjustment for the Governor's Budget Fund Condition for CBCRF assets and programs.
- 5% Responsible for developing a process and the coordination of Generally Accepted Accounting Principles (GAAP) Reporting adjustments to SCO for the annual year-end financial statements for the **CBCRF**.
- 5% Assist with other team members' processing of workloads whenever appropriate and practical. During year-end, vacations may not be authorized and overtime may be required.



DUTY STATEMENT

Classification: Associate Administrative Analyst (Accounting Systems)		Position Number: 161-5304-001
Division/Office/Section: AFITSD/Accounting		
Location: Sacramento	Effective Date:	
Supervisor's Name: Brandon Smith	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Collective Bargaining Identifier (CBID): R 01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the supervision of the Accounting Administrator I, the Associate Administrative Analyst (Accounting Systems) will perform analytical studies of the current accounting system, CALSTARS, and the planned conversion to FISCAL. In addition, a variety of accounting tasks and financial analysis in the management of the California Beverage Container Recycling Funds (CBCRF) including, but not limited to:

- Preparation of cash forecasting model used in the CBCRF Quarterly Report
- Performing monthly SCO appropriation reconciliations
- Assist the Budget Office in the preparation of the prior year revenue, expenditure, and adjustment for the Governor's Budget Fund Condition
- Preparation of the Fund Daily Cash Report
- Act as the Accounting liaison with internal and external auditors and other control agencies

This incumbent is also responsible for assisting in the coordination and implementation of FISCAL. In addition, the incumbent will review and correct historical transactions in CalRecycle's Division of Recycling's Integrated Information System (DORIIS) to ensure proper reconciliation with CalRecycle's official book of record. The incumbent is responsible for formulating new or revised systems, databases, processes, and manuals of accounting procedures to meet accounting needs. This position maintains cooperative and constructive relationships with CalRecycle staff and contacts outside of CalRecycle and uses work time effectively/efficiently in completing all assignments within agreed upon deadlines. Follows instruction and accepts supervisory suggestions for work improvement. Follows policies and procedures established by CalRecycle and the various laws/rules governing accounting reporting.

ESSENTIAL FUNCTIONS

- 25% Responsible for the analysis of accounting and budgetary data in preparation of a cash forecasting model for **California Beverage Container Recycling Funds** and programs.

This includes identifying significant trends and making comparisons to previous accounting periods, monitoring fund balances (both cash and appropriation), and determining forecasted cash balances. Ascertain the best methodology for forecasting revenue and expenditures, and make projections based on different financial scenarios. Analyze proposed legislation for impact on departmental fund operations.

- 15% Responsible for assisting in the coordination and implementation of FISCAL. Will perform analytical studies of the current accounting system, CALSTARS, and the planned conversion to FISCAL. In addition, the incumbent will review and correct historical transactions in CalRecycle's Division of Recycling's Integrated Information System (DORIIS) to ensure proper reconciliation with CalRecycle's official book of record. The incumbent is responsible for formulating new or revised systems, databases, processes, and manuals of accounting procedures to meet accounting needs.

- 10% Perform SCO Appropriation Reconciliation for **California Beverage Container Recycling** Funds, which include multiple appropriations, some of which are continuous/ fixed charge. Reconciliations require adjusting SCO cash-basis account balances to compare to Departmental modified accrual account balances for shared/non-shared funds. Verify appropriation balances are not over-expended, and that general ledger postings are consistent with the Budget Act/Statute for which the appropriation was created. Perform/follow up on corrections as needed. Monitor appropriation postings, ensure that fiscal year postings are correct, and make adjustments as necessary. Analyze reverting balances against document file and advise management of closed documents.

Responsible for developing and maintaining process of reconciliation of cash (1140/1210/1410) balances for the Beverage Recycling Funds (including shared funds). This includes the gathering and analysis of all transactions (including those from other departments) from SCO Agency Reconciliation Reports, SCO Fund Reconciliation Reports, and/or inquiry with other departments to categorize transactions to ascertain the activities of the fund.

- 10% Acts as liaison with internal and external auditors to ensure management is meeting the requests and needs of the external auditors in order to fulfill the annual FISMA audit, and to ensure that ongoing post audit practices will leave an adequate audit trail for future annual or spot audits. Make recommendations on policies and practices in response to audit findings, as well as the ensuing implementation and integration of approved policies into ongoing organizational and accounting procedures.

Perform evaluation and recommendation of changes as necessary to ensure an adequate separation of duties plan and internal control.

- 10% Responsible for the coordination and implementation of Electronic Funds Transfer (EFT) '*In*' (funds paid into the department). This includes designing and installing a new system and procedure in the accounting office and further diagnosing accounting and EDP-related system problems as they relate to the accomplishment of processing and documenting the receipt of electronic funds.

MARGINAL FUNCTIONS

- 5% Backup to Remitting funds to the State Treasury.
- 5% Coordinate the transmittal of Claim Schedules for SCO applicable California Beverage Container Recycling Funds and programs. Prepare the Daily Cash report and transmit to management.
- 5% Actively participate in decision-and policy-making sessions as it relates to fund conditions and forecasted financial operations, and assist in the preparation of departmental, stakeholder, and legislative reports including but not limited to the **CBCRF Quarterly Report**.
- 5% Assist the Budget Office in the preparation of the Prior Year (PY) revenue, expenditure, and adjustment for the Governor's Budget Fund Condition for **California Beverage Container Recycling** Funds and programs.
- 5% Responsible for developing a process and the coordination of GAAP Reporting adjustments to SCO for the annual year-end financial statements for the Responsible for developing a process and the coordination of GAAP Reporting adjustments to SCO for the annual year-end financial statements for the **Beverage Recycling** Funds.
- 5% Assists with other team members' processing workloads whenever appropriate and practical. During year-end, vacations may not be authorized and overtime may be required.