



## DUTY STATEMENT

<b>Classification:</b> Associate Accounting Analyst – 12 Month Limited Term		<b>Position Number:</b> 161-4588-XXX
<b>Division/Office/Section:</b> AFITS/Accounting		
<b>Location:</b> Sacramento	<b>Effective Date:</b>	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b>		
<b>Collective Bargaining Identifier (CBID):</b> 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 II, the Associate Accounting Analyst will perform a variety of accounting tasks and financial analysis in the management of the Waste Management Funds. Additionally, this position is responsible for the coordination, implementation and transition into Fi\$cal, 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

- 25%** Main contact and point person for the implementation, transition, and coordination of Fi\$cal. This includes independently attending meetings, coordination of submission of documents, developing work flows, plans and procedures across accounting units, and working directly with Fi\$cal Change Management Office.
- 10%** Responsible for the analysis of accounting and budgetary data in preparation of a cash forecasting model for Waste Management Funds and programs at a full journey level. 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 SCO Appropriation Reconciliation for Waste Management 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/nonshared funds. Verify appropriation balances are not overexpended, 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 Waste Management (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.

Maintain the General Fixed Assets Account Group for CalRecycle. Ensure qualifying assets within the BarScan physical inventory records are appropriately capitalized within the CalStars general ledgers for fund detail 0997. Make adjustments/corrections as necessary. Independently analyze individual appropriation, funding fiscal year,

and general ledger balances to determine appropriate transaction codes and posting sequence to make the disbursements and correct reconciling items. Post payments to the Calstars accounting system and prepare claim schedules for approval. Prepare posting tags, verifying vendor numbers and addresses in Calstars, and verifying that funding information is consistent with original source documents.

- 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 Statutory Fund/Financial Statement audits, 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.
- 10%** Responsible for the coordination and implementation of Electronic Funds Transfer (EFT) 'Out' (funds paid out of 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 payment of electronic funds.
- 10%** Backup to Remitting funds to the State Treasury

### **MARGINAL FUNCTIONS**

- 5%** Backup to the transmittal of Claim Schedules for SCO applicable 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 Five Year Plan and Budget Change Proposals.
- 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 Waste Management 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 Waste Management 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.