

**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**

**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

**Section A: Position Profile**

A. DATE 8/25/2016	B. APPOINTMENT EFFECTIVE DATE 
C. CURRENT POSITION NUMBER 695-243-4588-003	D. PROPOSED POSITION NUMBER (LAST THREE (3) DIGITS ASSIGNED BY HR) 
E. DIVISION / BRANCH / UNIT / PHYSICAL LOCATION OF POSITION Administration Division/Financial Management Branch/General Ledger & Accounts Receivable/Rancho Cordova PG1	
F. CLASSIFICATION Associate Accounting Analyst	G. INCUMBENT NAME 
H. SUPERVISOR NAME AND CLASSIFICATION Anh Nguyen/Accounting Administrator I	I. POSITION REQUIRES A FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) Monday – Friday/8:00 am – 5:00 pm	K. POSITION REQUIRES DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**Section B: Position Functions and Duties**

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p><b>Organizational Setting and Major Functions</b></p> <p>Under minimal direction of the Accounting Administrator I, in a complex, multi-funded department, the incumbent acts as the liaison between accounting, systems, and management relating to the PeopleSoft Financial System and the General Ledger and Accounts Receivable modules. Works independently with systems staff in identifying and resolving problems, conducting complex research and analysis, gathering data and making suggestions on reporting financial data. Responsible for internal accounting problem resolutions, testing, training, documentation, implementation, evaluation, and processing of general ledger information including assets, revenue and receivables through the PeopleSoft Financial system. Serves as General Ledger and Accounts Receivable resource person for Internal or External Auditors, other State Agencies to answer questions and resolve issues. Conducts queries out of PeopleSoft Financials to obtain current financial data for management. Reconciles Fixed Asset Account which includes depreciation, surveys, new and additional equipment and adjustments to the Fixed Asset systems. Coordinates monthly and year-end closing and financial reports. Also, may be assigned various special projects.</p>
% of time performing duties <b>30%</b>	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>Prepares journal entries and reconciliations. Conducts complex research and analysis using California Department of Technology's (CDT) PeopleSoft Financial System, other systems and supporting documentation relating to general ledger and billing, changes necessary to facilitate accurate reporting, errors in the system and problems in inputting or accessing information. Through analysis, gathers data from the system and accounting records to resolve issues and make improvements. Also, makes recommendations on reporting financial data and system improvements to management. Acts as liaison between accounting, systems, and management relating to PeopleSoft Financials and the General Ledger and Accounts Receivable modules.</p>
<b>25%</b>	<p>Responsible for internal accounting problem resolution, testing, training, documenting, implementing, evaluating and processing of general ledger information including assets, revenue and receivables through the PeopleSoft Financial system. Performs analytical reviews and reconciliations of account balances to ensure all transactions are properly recorded and reported. Manages necessary cash flow to support financial operations.</p>
<b>15%</b>	<p>Coordinates the closing of the financial month and preparing monthly financial reports. Prepares year-end Budgetary and GAAP Financial Reports. Prepares Internal Services fund report for the Department of Finance and provides reports and financial data to the Budget Unit.</p>

15%

Analyzes current practices, coordinates and implement changes to accounting processes/procedures to streamline activities in conjunction with the financial systems. Resource person with Internal or External Auditors, and other State Agencies to answer questions and resolve the most complex issues.

10%

Reconciles Fixed Asset Account Group which includes depreciation, surveys, new and additional equipment and adjustments to the Fixed Assets Systems.

**Marginal Functions** (Percentages shall be in increments of 5, and should be no more than 5%.)

% of time performing duties  
5%

Actively participates and represents the unit in meetings relating to Accounting issues. Assisst in processing accounting unit workload when necessary. Participates on special projects/assignments relating to complex PeopleSoft and Accounting issues specific to problem resolution or system changes.

**Work Environment Requirements**

Position requires full time hours. Overtime maybe necessary during July, August and September to complete financial statements.

**Allocation Factors** (Complete each of the following factors.)

**Supervision Received:**

The position works independently with minimal supervision from the Accounting Administrator I (Supervisor).

**Actions and Consequences:**

Responsible for recording department's financial data and preparing department's financial statements. Consistent errors, incomplete work, or poor decisions may result in inaccurate data for the department.

**Personal Contacts:**

Works within a team environment in which cross-training is essential. Provides information to a wide range of internal and external contacts that include all levels of staff at Department of Technology, client departments, control agencies, consultants, auditors and vendors.

**Administrative and Supervisory Responsibilities** (Indicate "None" if this is a non-supervisory position.)

N/A

**Supervision Exercised:**

N/A

**Other Information**

Required to continuously review accounting processes to ensure practices meet state and departmental requirements.

**Desirable Qualifications:** (List in order of importance.)

Knowledge of:

- 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.
- 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.

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 statistical methods;

- Analyze a variety of accounting data and 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. ]

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT) [ ]	INCUMBENT SIGNATURE	DATE [ ]
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**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT) [ ]	SUPERVISOR SIGNATURE	DATE [ ]
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