

Accounting Analyst
Essential Task Ratings Results

Task #	Task Statement
1	Consult with management, contract managers, stakeholders, State Control Agencies (e.g., State Controller's Office [SCO]), and other agencies for the status of timelines and the development of financial reporting purposes.
2	Review expenditures, revenues, abatements, and/or reimbursements to ensure compliance with applicable control agencies, bargaining unit agreements, legislation, and department/agency policies.
3	Establish accounts receivable pertaining to schedule reimbursement, unscheduled reimbursement, or revenues, to generate invoices (e.g., monthly, quarterly) and ensure receipts are properly processed.
4	Provide general training to personnel on issues relating to accounting, contracts, personnel, accounts receivable, and other programs.
5	Act as liaison between Accounting Office, department/agency employees, vendors, and various control agencies on accounting issues.
6	Review transaction error reports using department accounting systems in order to make corrections.
7	Prepare and analyze accounting records, financial statements, and other financial reports, including federal funds, to ensure accuracy, completeness, and conformance to reporting and procedural standards.
8	Report to and inform management about accounting issues such as resource utilization, expenditures, and/or cash management.
9	Comply with internal control systems to safeguard state assets in accordance with the State Administrative Manual (SAM).
10	Disseminate policy and procedural memoranda to affected parties to assist in compliance with guidelines, regulations, statutes, and standards for operations.
11	Read and interpret policy manuals, legislative guidelines, department/agency manuals, or other written materials to determine relevant facts and advise personnel.

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12	Maintain and update accounting records in databases to accurately report the financial position of the entity.
13	Track payment requirements utilizing financial accounting systems to avoid penalties and ensure payments are made in compliance with established rules and regulations.
14	Develop record keeping and accounting systems for the accounting office to maintain support documentation for accounting transactions.
15	Provide input and recommendations regarding recordkeeping and accounting systems to management, the Information Technology office, and other stakeholders to assist in improvement and efficiency.
16	Utilize spreadsheet and/or database software to track progress and maintain accurate records (e.g., invoices, production level, claims).
17	Write reports, project summaries, or other more complex documents using word processing and spreadsheet software to document contract and/or payment status, completion, or respond to requests.
18	Write letters, memoranda, and other correspondence using word processing software or other electronic means in order to communicate with various stakeholders, control agencies, and/or management.
19	Write and/or update desk procedures using word processing software in compliance with State and federal rules and regulations.
20	Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups) about departmental/agency activities to address concerns and issues.
21	Advise management on the relevance of projects in relation to departmental/agency objectives.
22	Provide information to supervisors, coworkers, subordinate employees, and the public by telephone or in person.

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23	Research and analyze documents (e.g., invoices, returns, claims, refunds) by gathering relevant information and consulting with program staff or legal staff to determine relevant interpretations of regulations.
24	Conduct research using various tools (e.g., internet, databases, regulations, budget acts) to collect relevant information to complete job tasks.
25	Analyze and evaluate numerical and financial data to compile and maintain financial records.
26	Provide audit information to management by gathering data (e.g., findings), making necessary operational recommendations, justifying processes, and/or contesting report findings.
27	Facilitate brainstorming and resolution sessions with team members or other employees to foster a team work environment and maximize productivity.
28	Provide formal/informal training to staff relating to the tasks of the positions in the branch/unit.
29	Provide customer service to ensure excellent, courteous, and prompt delivery.
30	Reconcile agency accounts including general ledger balances with the State Controller's Office (SCO) fund and appropriation balances using SCO reconciliation reports.
31	Analyze anticipated expenditures and expected receipts to meet day to day operational needs.