

**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.   |