

**Associate 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 financial reporting requirements.
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	Analyze anticipated expenditures and expected receipts to meet day to day operational needs.
5	Review and audit invoices for completeness and accuracy (e.g., contracts, travel expense claims, utilities, miscellaneous) to ensure compliance with established rules and regulations.
6	Monitor and record payments against allotted existing appropriations to prevent overspending and to ensure compliance with established rules and regulations.
7	Monitor expenditures and encumbrances to prohibit overspending and correct allocations in compliance with legislation.
8	Prepare financial statements by extracting accounting data to maintain compliance with uniform reporting standards.
9	Reconcile agency accounts, including general ledger balances, with the State Controller's Office (SCO) fund and appropriation balances using SCO reconciliation reports.
10	Act as liaison between Accounting Office, department/agency employees, vendors, and various control agencies on accounting issues.

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11	Review transaction error reports using department accounting systems in order to make corrections.
12	Review accounting reports and reconciliations with stakeholders by comparing budget to expenditures to ensure funds/appropriations are not overspent.
13	Assist in reviewing the department's financial records, preparation of year-end financial statements, reconciliations of general ledger accounts, and appropriation balances to the State Controller's Office's (SCO) balances.
14	Prepare and analyze accounting records/data, financial statements, and other financial reports, including federal funds, to ensure accuracy, completeness, and conformance to reporting and procedural standards.
15	Maintain accounting codes as required by Uniform Code Manual (UCM) to ensure all transactions are coded properly in the proper accounts.
16	Advise, recommend, and inform management about accounting issues such as: financial records, resource utilization, expenditures, and/or cash management.
17	Comply with internal control systems to safeguard state assets in accordance with the State Administrative Manual (SAM).
18	Disseminate policy and procedural memoranda to affected parties to assist in compliance with guidelines, regulations, statutes, and standards for operations.
19	Read and interpret policy manuals, legislative guidelines, department/agency manuals, or other written materials to determine relevant facts and advise personnel.
20	Maintain and update accounting records in databases to accurately report the financial position of the entity.
21	Develop record keeping and accounting systems for the accounting office to maintain support documentation for accounting transactions.

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22	Provide input and recommendations regarding recordkeeping and accounting systems to management, the Information Technology office, and other stakeholders to assist in improvement and efficiency.
23	Utilize spreadsheet and/or database software to track progress and maintain accurate records (e.g., invoices, production level, claims).
24	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.
25	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.
26	Write and/or update desk procedures using word processing software in compliance with State and federal rules and regulations.
27	Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups) about departmental/agency activities to address concerns and issues.
28	Advise management on the relevance of projects in relation to departmental/agency objectives.
29	Provide input and recommendations on the design of accounting or data processing systems.
30	Provide information to supervisors, coworkers, subordinate employees, and the public by telephone or in person.
31	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.
32	Conduct research using various tools (e.g., internet, databases, regulations, budget acts) to collect relevant information to complete job tasks.
33	Analyze and evaluate numerical and financial data to compile and maintain financial records.

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34	Provide audit information to management by gathering data (e.g., findings), making necessary operational recommendations, justifying processes, and/or contesting report findings.
35	Act as project lead-person for assigned tasks to ensure project work is accomplished in a timely manner.
36	Facilitate brainstorming and resolution sessions with team members or other employees to foster a team work environment and maximize productivity.
37	Coordinate work assignments, including development of new or improved financial processes, both automated and non-automated, test development, and rolling out to department users.
38	Review and monitor work of team members or other employees to ensure quality, quantity, and timeliness standards.
39	Provide formal/informal training to staff relating to the tasks of the positions in the branch/unit.
40	Provide customer service to ensure excellent, courteous, and prompt delivery.
41	Analyze business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide recommendations.