

**JOB DESCRIPTION**

**HBEX 216 (09/18)**

		FISCAL YEAR <b>2018/2019</b>	RPA # <b>160-1726</b>
<i>Instructions: Complete each section of the form. If the item is not applicable to the position, enter N/A.</i>			
1. CLASSIFICATION <b>Associate Accounting Analyst</b>	2. POSITION NUMBER <b>801-160-4588-013</b>	3. WORKING TITLE <b>Travel and Accounts Payable Analyst</b>	
4. APPOINTEE <b>Vacant</b>	5. DIVISION/BRANCH/UNIT <b>FMD/Accounting/Accounts Payable</b>	6. GEOGRAPHIC LOCATION <b>Sacramento County</b>	
7. APPOINTMENT TENURE <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> TAU <input type="checkbox"/> Limited-Term (Exp. Date ____) <input type="checkbox"/> CEA		8. APPOINTMENT TIME BASE <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Fraction: ____) <input type="checkbox"/> Intermittent	
9. COLLECTIVE BARGAINING IDENTIFIER (CBID) <i>Include appropriate letter (M, S, C, R) and unit number.</i> <b>R01</b>		10. PROBATIONARY PERIOD <input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months	
11. CONFLICT OF INTEREST FILER <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes: Category: ____	12. BILINGUAL POSITION <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes: (Approval Date: ____)	13. SUBJECT TO BACKGROUND INVESTIGATION <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
14. SUPERVISOR'S NAME		15. SUPERVISOR'S CLASSIFICATION <b>Accounting Administrator I</b>	

<b>FOR PERSONNEL USE ONLY:</b>	APPROVED BY (CLASSIFICATION & PAY ANALYST NAME) <b>SC</b>	APPROVAL DATE <b>11/05/2018</b>	EFFECTIVE DATE
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**VISION, MISSION, AND VALUES STATEMENT**

The vision of Covered California is to improve the health of all Californians by assuring their access to affordable, high quality care. Covered California allows individuals and small businesses to compare plans and buy health insurance in the private market. Covered California provides purchasers with a more stable risk pool, greater purchasing power, more competition among insurers and detailed information regarding the price, quality and service of health coverage. It also streamlines access for individuals to programs that provide subsidies for health coverage. Covered California has dramatically increased the number of insured Californians, and is working to improve health care quality, lower costs, and reduce health disparities through operating an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

Covered California recognizes that its employees are its most important asset. Our employees are the vital link that ensures that Covered California's vision, mission and values are fully realized. To this end, Covered California strives to ensure its workforce is drawn from the broadest segments of society and reflects the diversity of California so that we are poised to meet the present and future health care needs of the entire state's population.

All employees are expected to work cooperatively with others, maintaining regular, consistent, predictable attendance, possess integrity, initiative, dependability and good judgment.

**16. POSITION SUMMARY**

Briefly (1-3 sentences) describe the main purpose and function of the position, reporting relationships and the organizational setting:

Under direction of the Accounting Administrator I (AA I) over the Accounts Payable (A/P), Payroll and Revolving Fund Unit, the Associate Accounting Analyst (AAA) is responsible for analyzing accounting data and business processes and handling problems related to the implementation and ongoing use of FI\$Cal, for the unit. The AAA performs the more difficult accounting and analytical duties related to the accounts payable function of the Financial Management Division (FMD) within Covered California. The position may serve in a lead capacity over other accounting staff within the unit. Duties may include access to information systems containing protected enrollee information, including federal tax information, protected health information and personally identifying information.

EMPLOYEE'S STATEMENT:	<b>I acknowledge receipt of this job description and understand the requirements and duties of the position. I have discussed the job description with my supervisor. I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)</b>
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**The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak work periods, or to otherwise balance the workload.**

EMPLOYEE'S NAME (Print) <b>Vacant</b>	EMPLOYEE'S SIGNATURE ➤	DATE
<b>SUPERVISOR'S STATEMENT: I certify that the above accurately represents the duties of the position. I have discussed the duties of the position with the employee and have provided a copy of this job description to the employee named above.</b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE ➤	DATE

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**17. DESCRIPTION OF DUTIES**

Percentage of Time (E) or (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be increments between 5% to 35%, with the highest percentage first. Identify essential functions with (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.
30% (E)	Preparation for Department Mobilization and Readiness for FI\$Cal. Duties may include but are not limited to: performing data conversion activities related to preset configurations, planned functionality, business process improvement, explanation of user roles, conversion plans, data clean up and work around options; performing ongoing user acceptance testing of financial functionalities and interfaces to transmit data and analyze whether the functionalities work and meet the needs of the FMD/Accounts Payable. Analyzes accounting data, processes and systems to determine impact on the Financial Information System for California (FI\$Cal) implementation project. Provides necessary tools and resources to accounting staff in the assigned accounting area to ensure the smooth and successful transition from California State Accounting and Reporting System (CALSTARS) to FI\$Cal. Conducts research and responds to questions and inquiries regarding the use of FI\$Cal.
30% (E)	Contract Accounting Analyst: Serves as the primary accounting analyst responsible for processing contract payments for most contracts within Covered California, which includes the most complex and multi-faceted contracts. Reviews and matches incoming invoices with the correct contract. Using judgment, analyzes the invoice and determines the appropriateness of expenditures to be charged against a contract. Processes payments in accordance to contract terms and funding availability. Monitors the number of days taken to process payments and ensures payments are processed within established deadlines (45 days) of the Prompt Payment Act to avoid late penalty assessments. Calculates payment penalties when necessary and prepares proper paperwork to document the penalties. Prepares and processes vouchers that must be recorded to the State Controller's Office (SCO) using CALSTARS and FI\$Cal. Audits payment processes to ensure compliance with State accounting laws, rules and processes. Reviews the work of students and other staff who assist with the contract workload.
20% (E)	Problem Resolution: Identifies payment discrepancies and issues. Reviews contract terms and funding. Conducts research among various sources that include contracts, documents and/or data system sources to reconcile proper payment amounts based on contract terms and appropriate funding. Utilizes knowledge of the contract process and the accounting processes to resolve discrepancies and issues. Makes decisions to resolve issues, correct errors, and process payments in conformance with the contract and State accounting laws, rules and procedures. Works on and resolves the most complex invoice and contract issues and problems. Communicates, discusses and negotiates with vendors on complex issues to resolve payment discrepancies and/or explain policies and procedures. Utilizes and refers to the purchase document and the State Administrative Manual in discussions with the vendors. Responds to inquiries and questions regarding payment problems, incorrect payments, time lags in payments, etc. Works closely with program staff to resolve payment issues and amounts based on contract terms.
10% (E)	Reconciliation of Accounts Payable Reporting: Reviews, analyzes, reconciles and uses various original source documents to prepare monthly reconciliation reports for payments based on invoices generated by expenditures for established contracts and Office Revolving Fund disbursements. Ensures the payment log and source documents reconcile with the FI\$Cal. Reviews payment data and identifies information errors on the FI\$Cal and SCO systems. Researches, analyzes, reconciles and corrects discrepancies between the two systems. Ensures payment transactions in the SCO system match with the payment transactions in FI\$Cal.
5% (E)	Lead Responsibilities: Serves as a lead over other staff and provides training regarding work processes. Reviews technical contract and work problems encountered by other unit staff. Assists staff in researching and resolving the difficult accounting and payment issues. Provides direction and clarification of policies and procedures. Refers staff to reference materials and other resources. Establishes and updates desk procedures to provide information and direction to staff to ensure standardization, compliance, accuracy, and efficiency. Utilizes departmental directives, laws, rules, regulations, legislation, technology, knowledge and examples of work documents as basis for standard operating procedures. Establishes and maintains effective working relationships with division management and support staff, other accounting and budgets staff, State and Federal control agencies, and auditors.
5% (M)	Special Project Responsibilities: Performs special projects as assigned. Develops a plan and coordinates implementation of new accounting programs and/or functions for management and staff pursuant to state accounting policies and procedures. Coordinates the activities of various accounting functions within the office to implement the accounting process for new programs and/or functions. Reviews and analyzes proposals to change accounting procedures and makes appropriate recommendations, using established resources. Prepares memos to provide informational updates on various accounting issues. Updates and maintains accounting and payment files as needed. Travels locally to attend offsite meetings and trainings.

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**18. SCOPE AND IMPACT**

a. Responsibility for Decisions and Consequence of Error – *Describe the level of independence exercised and the consequence of actions taken by this position.*

The incumbent works independently to perform a variety of duties related to the preparation for conversion, implementation and ongoing maintenance of the Financial Information System for California. The consequence of performing the duties incorrectly could affect the implementation and use of the FI\$Cal, resulting in errors of the accounting transactions that are processed through FI\$Cal. This could ultimately result in the compilation of incorrect information included in the year-end financial statements which could misrepresent the fiscal sustainability of Covered California.

b. Administrative Responsibility – *Describe the position’s management responsibilities, including the size of the operating budget.*

This position has no administrative responsibility.

c. Supervision Exercised – *List the classifications supervised by the position, both directly and indirectly.*

This position has no supervisory responsibility, but may act as lead.

d. Personal Contacts – *List the internal and external contacts with whom the position regularly interacts.*

Internal:  
Contacts with other FMD staff that includes managers, supervisors and rank and file staff in the accounting, budgets, research, and systems areas; other program managers and staff.

External:  
Contacts at control agencies such as the State Controllers Office and Department of Justice.

**19. PHYSICAL AND ENVIRONMENTAL DEMANDS**

*Describe the position’s physical exertion requirements and environmental demands.*

Work Environment - Work in a climate-controlled, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a high-pressure fast-paced environment, under time critical deadlines; work long hours; must be flexible to work days/nights, weekends and select holidays as needed; during peak periods, may be required to work overtime; appropriate dress for the office environment.

Essential Physical Characteristics - The physical characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified to perform the essential functions of the job, on a case-by-case basis. Ability to attend work as scheduled and on a regular basis and be available to work outside the normal work day when required. Continuous: upward and downward flexion of the neck. Frequent: sitting for long periods of time (up to 70%); repetitive use of hands, forearms, and fingers to operate computers, mouse, and dual computer monitors, printers, and copiers (up to 70%); long periods of time at desk using a keyboard, manual dexterity and sustained periods of mental activity are need; using headsets to talk with internal customers for extended periods (up to 60%); Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files, and binders.

Note: Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**20. WORKING CONDITIONS AND REQUIREMENTS**

*Specify the working conditions applicable to this position.*

High Rise Office Building:      No      Yes

Work Schedule/Hours:

Core business hours: Monday through Friday, 8:00am - 5:00pm, 40 hours per week.

Travel Requirements:

Travels locally to attend offsite meetings and trainings up to 5% of the time.

Other: