Employee Name:

Classification: Student Assistant
Position Number: 580-110-4870-901

Working Title: Student Assistant - Accounting
Work Location: 1615 Capitol Avenue Sacramento, CA 95814

Collective Bargaining Unit: E
Tenure/Time Base: Temporary/Intermittent

Center/Office/Division: Administration, Financial Management Branch
Branch/Section/Unit: Financial Management Branch/Reporting Accounting Section/ State and Federal Reporting/Federal Reporting Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

**Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resources Job Descriptions webpage.

**Job Summary**

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by performing various professional duties to assist the Accounting Section with research and analysis of data associated with fiscal operations; provide technical support to full fill the accounting business needs; and effectively communicate progress of assigned task while working in a team environment. The Student Assistant (SA) will work on the Federal Vouchers for Draw (APO3) report to prepare for the drawdowns; key in the claim schedules; post all Cash Receipt (CR) postings; act as a liaison between units, and management. The SA will also assist in creating reports using FI$Cal to support management.

The SA will use various software applications such as Microsoft Office products, Outlook, Word, Excel, Power Point, etc. to perform assigned tasks. The SA will abide by office policies, rules, regulations, and procedures; makes arithmetic computations; takes notes during accounting meetings; and will follow routine oral and written direction.

The incumbent works under the close supervision of the Accounting Administrator I (Supervisor) in the Receivables, Cash Management & Analysis.
**Special Requirements**

- [ ] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [ ] Travel:
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

**Essential Functions (including percentage of time)**

40% Assist the Federal Reporting Unit of data associated with fiscal operations. Under close supervision in a learning capacity, the SA will assist in performing duties such as Key in Claim Schedule information and CR posting into to FI$Cal system. Assist administrators’ staff with technical support to provide fulfillment of the business needs. Effectively communicate progress of assigned task while working in a team environment.

30% Update and maintain the automated program tracking systems, acting as a liaison between units, and management to effectively communicate status of assigned task. Assist with creating reports using FI$CAL to support management.

25% Assist with the data from the program and State Treasure's Office to prepare the claim schedule and create/edit documents such as Draw Sheet, Remittance Advice, Posting Tag etc.

**Marginal Functions (including percentage of time)**

5% Perform other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

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**HRD Use Only:**

Approved By: Annie Vang  
Date: 2/8/2022