DUTY STATEMENT

Employee Name: Student Assistant

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 Accounting Section/Fund 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 support to fulfill the accounting business needs; and effectively communicate progress of assigned task while working in a team environment. The Student Assistant (SA) will assist in posting Cash Receipts (CR); annual updates of financial statement report templates and fund condition statement templates. 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 Fund Reporting Unit.
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)

60% Assist the Fund Reporting Unit with data associated to the daily fiscal operations. Under close supervision in a learning capacity, the SA will assist in performing duties such as Cash receipts posting into the FI$Cal system. Assist other staff with miscellaneous tasks and effectively communicate progress of assigned task while working in a team environment.

20% Update and maintain FI$CAL's reports to assist the unit in the month-end/year-end reconciliation process.

15% Annually updates the financial statement report templates and fund condition statement templates.

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.)

Supervisor’s Name: ___________________________ Date ____________

I certify:

[Signature]

Employee’s Name: ___________________________ Date ____________

Supervisor’s Signature: ______________________ Date ____________

Employee’s Signature: ______________________ Date ____________

HRD Use Only:

Approved By: Annie Vang Date 2/8/2022