

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

RPA# E-ASB 23-001

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Fiscal Services Division/Accounting Services Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4870-905
UNIT NAME AND LOCATION Rents and Leases Unit, Headquarters, Sacramento	CLASS TITLE Student Assistant
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4870-905

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under close supervision of an Accounting Administrator I Supervisor, the Student Assistant, in a learning capacity, will perform a variety of tasks in Rents and Leases Unit which may include the following duties: approve vouchers, process 534 expenditure corrections, serves as backup for the Front desk.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
25%	<u>ESSENTIAL FUNCTIONS:</u> Learn to approve vouchers in Financial Information System for California (FI\$Cal), assist in processing invoices for payment and preparing claim schedules according to State Controller's Office auditing requirements, such as making sure all supporting documents are included and invoices are authorized, and as mandated by government code and the State Administrative Manual (SAM). Post catch up transactions in FI\$Cal. Serve as liaison between Accounting Services Branch and program staff or suppliers when necessary. Provide assistance and respond to Regions' inquiries regarding vouchers or Claim Schedules.
25%	Learn to process DFW 534 Accounting Service Request forms expenditure corrections, including uploading Journal entries and submitting correction letters to State Controller's Office as needed, examine Rent/Leases for completeness and accuracy, resolve problems, and review documents in FI\$Cal as needed. Maintain, reconcile, and analyze encumbrance files in the reconciliation between source document and FI\$Cal reports.
25%	Assist with serving as backup to front desk duties. Provide phone coverage for the main reception line, process incoming mail to appropriate Accounting Services Branch units, and checks distribution.
15%	Assist with scanning claim schedules, accounting records/documents and make sure that all pages are complete, legible, and in proper order. Save the scanned documents according to the claim schedule number in the shared drive. Serve as backup as needed.

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<p>PERCENTAGE OF TIME PERFORMING DUTIES</p>	<p>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</p>
<p>10%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Assist with filing and archiving accounting documents and other duties as needed.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Elementary principles and procedures as required by the hiring department.</p> <p>Ability to: Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Knowledge of: PC Skills</p> <p>Ability to: Follow instructions, work independently and effectively. Key data efficiently and with high accuracy. Operate common office equipment.</p> <p>Special Personal Characteristics: Interest in the programs and aptitude for the work required by the department. Proficiency in MS Excel and Access is a plus.</p> <p>WORKING CONDITIONS: Ability to use a computer keyboard several hours a day. Involves sitting most of the time, but may involve walking or standing for brief periods. Attend meetings and hearings; work with staff statewide to complete work assignments; hybrid telework schedule.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

<p>PRINT SUPERVISOR'S NAME</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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